

# ACA 1095 Reporting

## Most Common Problems Encountered

List below are some of the most common issues that users are encountering. It should be noted that the IRS has improved their validation routines so there are more issues showing up on our Validation Report.

### Missing employee address information - Enter the employee's address, city, state, zip code, and country

This may be the most common validation error that we hear about. Even when users see this message on the validation report they don't realize that the field missing is almost 100% of the time the COUNTRY. This is a required field and must be entered.

### Dependents do not appear on 1095-C, Part III

This can be caused by one of two issues. Either you do not have the check box marked on the Employee screen indicating that you offered "self-insured coverage" or you did not assign any months of coverage to the employee and / or dependents.

### Employee coverage required for all twelve months

Even if you employ someone for only one month, you must enter a coverage code for all twelve months. The coverage codes appear on line 14 of the 1095-C.

### Employee Required Contribution does not appear on 1095-C, line 15

Even if you enter an amount, it will only print if certain codes (1B, 1C, 1D, 1E, 1J, or 1K) are entered on line 14.

### Part III of the 1094-C not filled out properly

Go to the Client Information and choose the 1095-C ALE Member Information page. Click the "Edit Monthly Details" button to calculate or manually enter full-time and total employee counts for each month of the year.

### Part IV of the 1094-C not filled out properly

If line 21 of the 1094-C (Member of an Aggregated ALE Group?) is checked, Part IV of the 1094-C must be filled out. Go to the Client Information and choose the 1095-C ALE Member Information page. If line 21 should not be checked, uncheck the appropriate box. If the entity is a member of an ALE Group, check the box and click the "Manage Group Members" button to add other members of this ALE group. To add members, click the "+" button and enter the company name, EIN, and employee count of the other ALE group members.

### Printing Reports (1095-C)

There are a minimum of two reports (three if you are filing paper forms with the IRS instead of e-filing). There are a number of options on the Configure Settings screen when printing the 1095-C; however, they are mostly self-explanatory.

You can experiment with these settings and then preview the report before printing to ensure that they are the correct settings for your needs. However, one thing to keep in mind is that if you then print from the PREVIEW, all your reports will be watermarked with a "PREVIEW - DO

NOT FILE” stamp. Once you determine what settings you want to use, close the preview and use the PRINT button or PDF option to generate your final report.

If you need to change your printer settings before printing, be sure to mark the option on the Report screen to display the printer dialog before selecting the Configure Settings.

**Employee Copy** - The employee copy has the SSN masked except for the last 4 numbers. Do not make the mistake of sending this copy to the IRS or you will need to resubmit them with the full SSN printed.

**Employer Copy** - Like the employee copy, the SSN is masked so do not send this copy to the IRS. You can print the employer copy to PDF using the option provided to save a digital copy to your computer.

**IRS Copy** - The IRS copy does not have the SSN masked. Be sure to set this copy aside for submitting to the IRS and do not confuse it with the employee or employer copy.

Technical Support

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