Approval Process for Forms 1094-C and 1095-C

ADP TotalSource®
Healthcare Reform

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Revised: 2017

Introduction

Do I Need to Approve Forms 1095-C and 1094-C?

Applicable Large Employers (ALEs) are clients that had 50 or more Full-Time or Full-Time Equivalent employees on average in the prior year. ALEs are subject to the Employer Shared Responsibility provisions of the Affordable Care Act including having annual reporting obligations.

ALEs must distribute Forms 1095-C to employees by March 2 and file both Forms 1094-C & 1095-C with the IRS by March 31.

If you are an ALE, ADP TotalSource has gathered the necessary data to complete your forms; however, **you must approve the Forms 1095-C by February 19* and the Form 1094-C by March 15** in order for ADP TotalSource to furnish the forms to your employees and efile them with the IRS.

Important dates

- Clients can begin approving Forms 1095-C and 1094-C **12/18/2017**.

- Forms 1095-C MUST be approved by **2/19/2018** to meet the **3/2/2018** IRS deadline.

- ADP TotalSource will mail Forms 1095-C directly to the address on file for worksite employees.

- Forms 1094-C MUST be approved by **3/15/2018** to IRS so ADP TotalSource can meet the **3/31/2018** IRS deadline.

Note: *It is considered best practice to approve your Forms 1095-C and 1094-C at the same time to ensure timely reporting.*
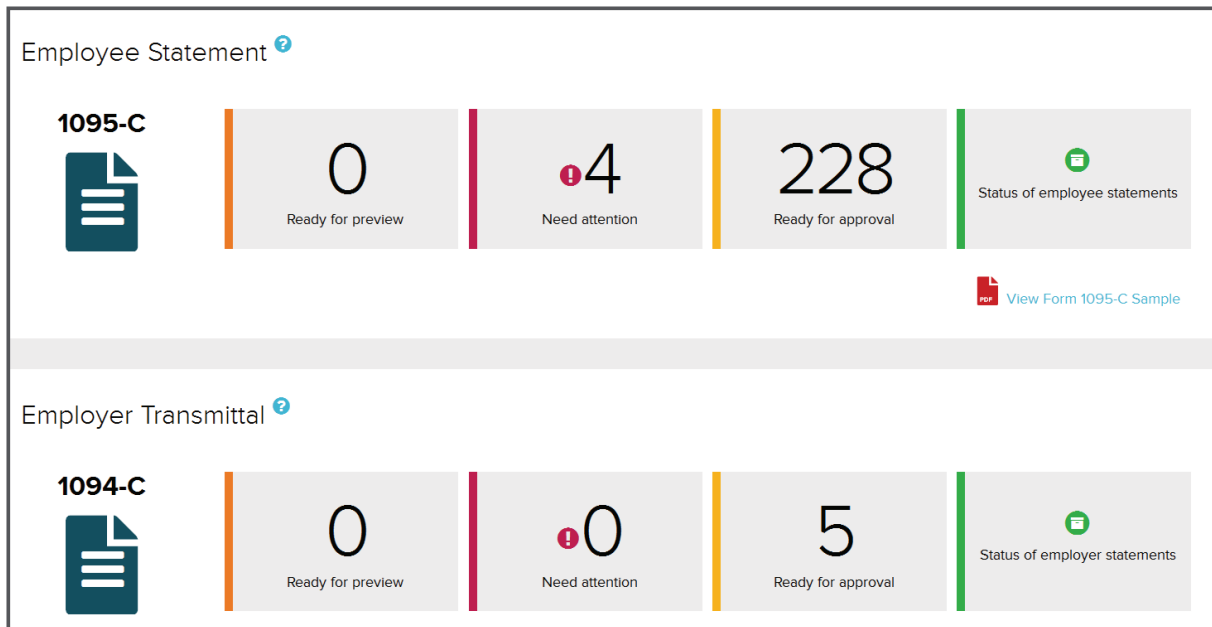
* ADP TotalSource clients who joined after 10/1/2017, or who signed an updated ALE Addendum agreement, may be eligible to have their forms automatically approved on the deadline. We recommend that ALL clients subject to the Employer Shared Responsibility provisions of the Affordable Care Act review and approve their Forms 1095-C and 1094-C.

Where do I Approve the Forms?

To view and approve your forms, go to ADP TotalSource and click **Process > ACA > ACA Health Compliance**

The Health Compliance screen is organized by Employee Statements (Form 1095-C) and Employer Transmittal (Form 1094-C). Each section has four "buckets".

- **Ready for Preview** – Review forms prior to the approval start date to get a head start on what to expect at the end of the year.

- **Need Attention** – These forms may be missing data or may have had changes made by the system since you approved them (if you already approved) that require review. Please contact your HRBP if you have forms in the Need Attention bucket after 12/18/2017.

- **Ready for Approval** – These forms are complete and awaiting your approval.

- **Employee corrected forms are waiting on approval** – This message will display in the Ready for Approval bucket after all other forms have been approved. You may see forms in this bucket if you approved your forms and then hired new full time employees.

- **Status of employee/employer statements** – Review a timeline of where your forms are in the process.

Employee Statement ❓

1095-C

0	❗4	228	Status of employee statements
Ready for preview	Need attention	Ready for approval	

📄 View Form 1095-C Sample

Employer Transmittal ❓

1094-C

0	❗0	5	Status of employer statements
Ready for preview	Need attention	Ready for approval	

Approving Forms 1095-C

Prior to approving forms, please contact your HRBP if you have forms in the Need Attention bucket so that ADP TotalSource can assist with any necessary corrections to the forms or the system of record.

Downloading the Forms 1095-C Data File

Best practice: *Download the .csv data file from your employees' Forms 1095-C to review offline.*
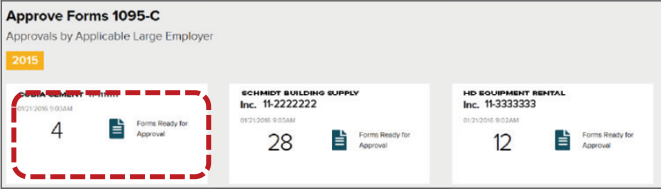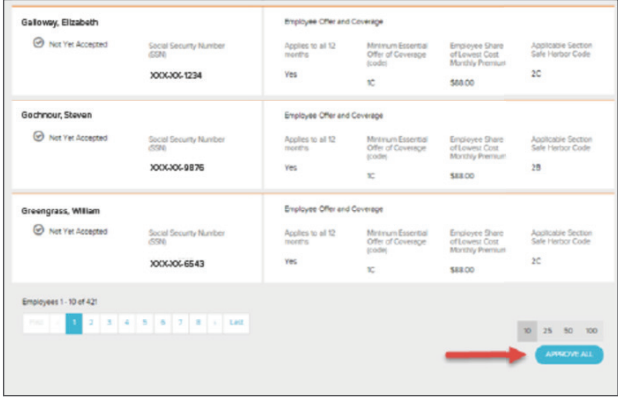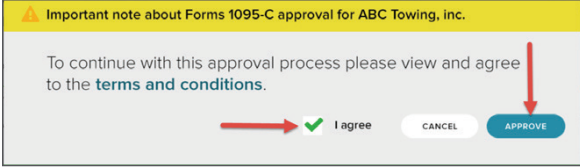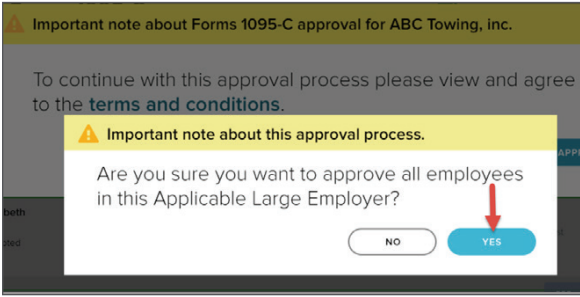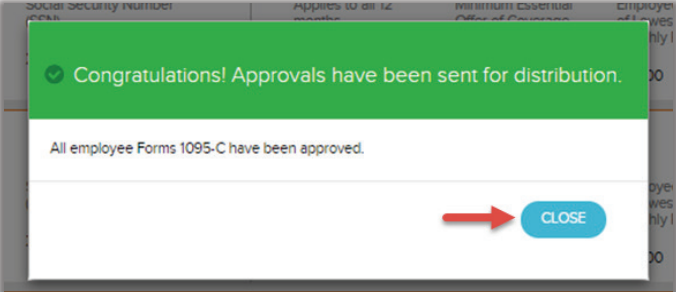
Download a spreadsheet of Forms 1095-C data:

1. From the Annual Health Care Reports Dashboard, click **Ready for Approval** in the Employee Statement section.
2. From the Approval page, select the appropriate Applicable Large Employer (ALE).
3. Click **Forms Ready for Approval**.
4. Click **Export CSV of all Employees for Full Analysis** to view the detailed register of data on the employee Forms 1095-C in a .csv format.
5. Save the file to the desired location.
6. Complete steps 1-5 for each FEIN.

Approving Forms 1095-C

When you are ready to approve your employees' Forms 1095-C:

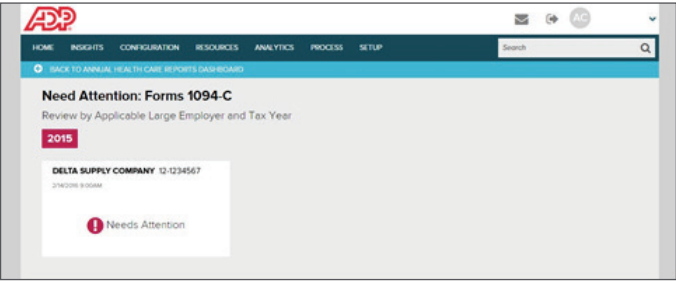| Step	Instructions	Image
1	From the Annual Health Care Reports Dashboard click **Ready for approval** in the Employee Statement section for the Forms 1095-C.	

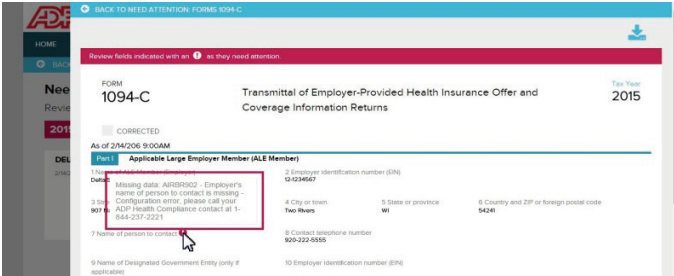| Step	Instructions	Image
2	If you have multiple FEINs, locate the appropriate Applicable Large Employer/FEIN, then click **Forms Ready for Approval**.	
3	After reviewing, go to the top or the bottom of the page and click **APPROVE ALL**. **Note:** Clicking APPROVE ALL will approve all Forms 1095-C for this FEIN. It is not possible to only approve some forms and not others. Once a FEIN is approved, forms will be sent to print for that FEIN. There is no undo or reversal of an approval. If you find you need to make changes, please contact your HRBP for assistance.	
4	Select **I agree** on the terms and conditions attestation and click **APPROVE**. *If the Terms and Conditions have not previously been viewed, click the hyperlink and review the Terms and Conditions page.	
5		IF	THEN
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You are sure you want to approve all employees for this ALE	Click **YES**
You are not sure you want to approve all employees for this ALE	Click **NO** to go back to preview the Forms 1095-C		
6	Once all employee Forms 1095-C have been approved, click **CLOSE** on the approval confirmation box.	
7	The approved ALE will be removed from the approval view of the dashboard.	
8	Repeat steps two - eight to approve employee Forms 1095-C for each FEIN.	

Approving Forms 1094-C
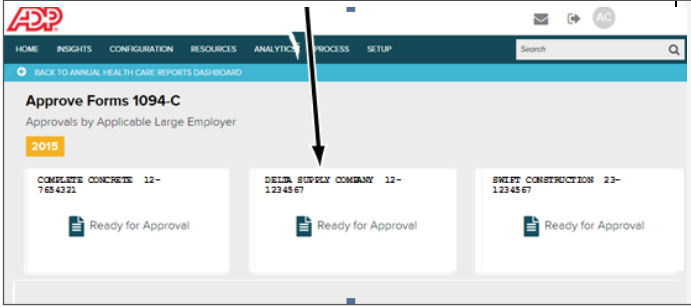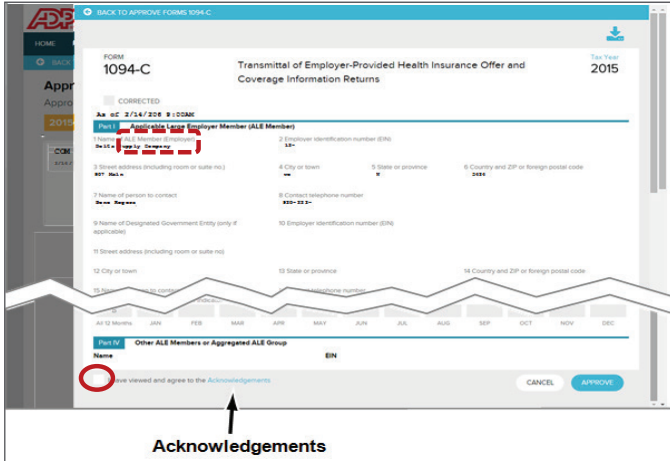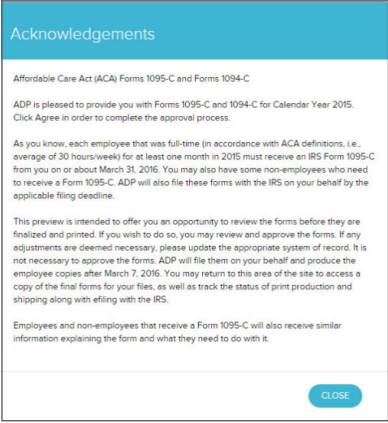
Reviewing Forms that Need Attention

This section of the guide includes addressing the 1094-C Need Attention forms, approving the Form(s) 1094-C, and tracking the status of the IRS transmission.

> Before approving a Form 1094-C, any forms in the Need Attention bucket will need to be addressed. These forms may have invalid or incomplete data. *It is best practice to contact your HRBP for assistance if you have any forms in the Needs Attention bucket.*
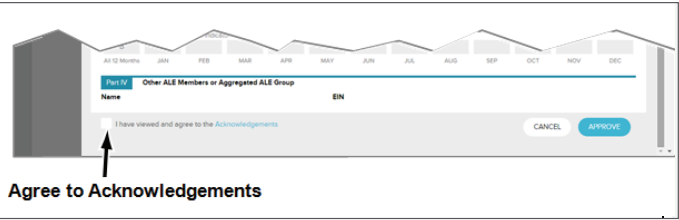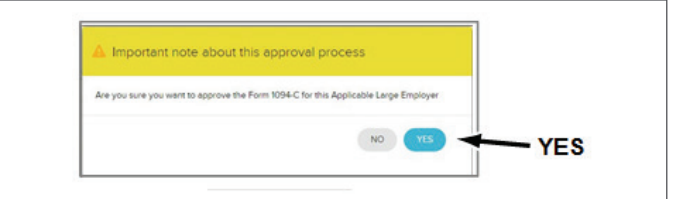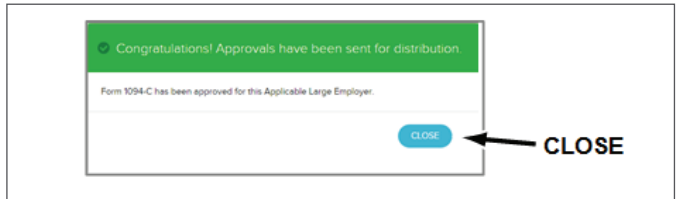
Step	Instructions	Image
1	From the Annual Health Care Reports Dashboard click **Need Attention** in the Employer Transmittal section for the Forms 1094-C.	
2	First locate the appropriate Applicable Large Employer (ALE) then click **Needs Attention.**	
3	Analyze incomplete or invalid data. • An error icon designates incomplete or invalid data. To display additional details, point your mouse over the error icon. • Read the details of the error, and then make the appropriate corrections or contact your HRBP for assistance. Corrections must be made in the System of Record (ADP TotalSource) and cannot be made directly on the form.	

Approving Form(s) 1094-C

You must approve a Form 1094-C for each Applicable Large Employer (FEIN).

Step	Instructions	Image
1	From the Annual Health Care Reports Dashboard click **Ready for approval** in the Employer Transmittal section for the Forms 1094-C.	
2	Click the applicable large employer. If you have more than one FEIN, you will need to do the following steps for EACH FEIN.	
3	At the bottom of the form, click **Acknowledgements**.	
4	Once you have finished reading the Acknowledgements, click **CLOSE**.	

Step	Instructions	Image
5	If you understand, and agree to the acknowledgements, select **I have viewed and agree** to the Acknowledgements.	 **Agree to Acknowledgements**

IMPORTANT: Do not click **APPROVE** until your Forms 1095-C and Form 1094-C are accurate.

Clicking APPROVE electronically transmits all of your Forms 1095-C and Form 1094-C to the IRS, even if they are incomplete or invalid. Once approved, it is not possible to stop the transmission.

Step	Instructions	Image
6	Once you have confirmed the accuracy of your Forms 1095-C and 1094-C, at the bottom of the Form 1094-C page, click **APPROVE**.	 APPROVE
7	If you are sure that you want to approve the Form 1094-C and transmit your Forms 1095-C and Form 1094-C to the IRS, click **YES** on the Important Note Window.	 YES
8	On the Congratulations window, click **CLOSE**.	 CLOSE

Result: Forms 1095-C and Form 1094-C transmit to the IRS electronically.

Viewing Forms after Approval

Downloading Approved 1095-C Data
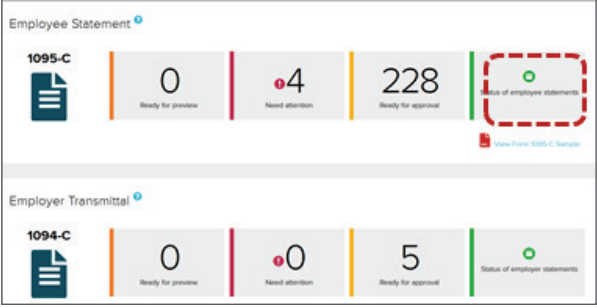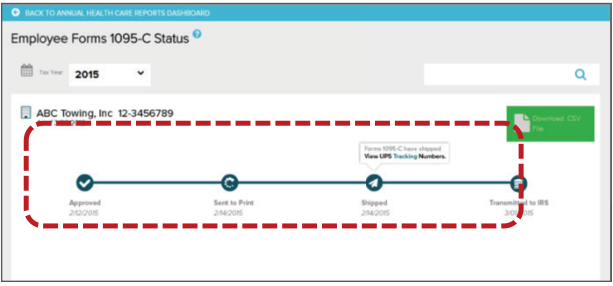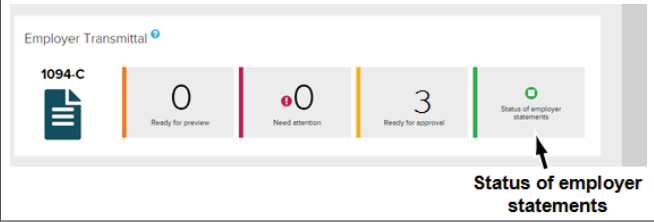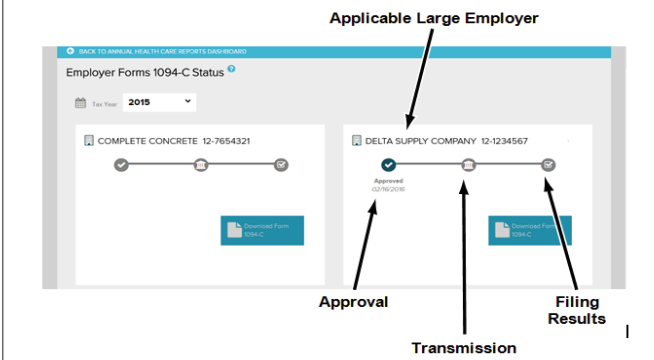
You can review or download the data from your forms after Approval.
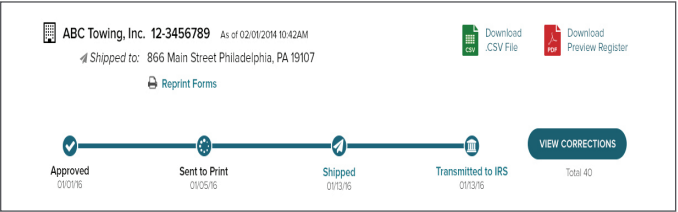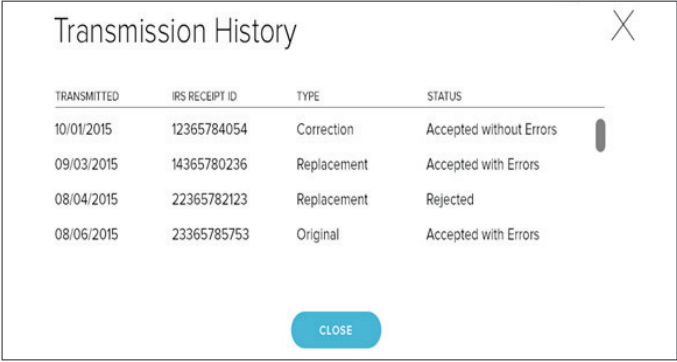
Best Practice: Download your data after approval and keep it in a secure place.

Step	Instructions	Image
1	Go to **1095-C Tools** and select **Manage Forms**.	
2	To download all Forms 1095-C data (Best Practice), click the **Export CSV of All Employees with Forms for Full Analysis** link and save in a secure location.	
3	To review individual employee's forms, click in the **Active Forms** bucket. Use Employee Search to locate the employee in question and click **View Form** to view the employee's form.	

Tracking Printing and Filing of Forms
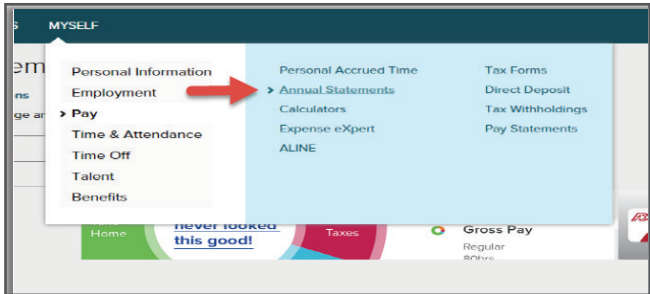
ADP TotalSource will print your Forms 1095-C and mail them directly to your employees by the IRS deadline if the forms are approved by you by January 15. ADP TotalSource will also efile your Forms 1094-C and 1095-C with the IRS after your approval. You can track the printing and filing of forms within the ADP Health Compliance screens.
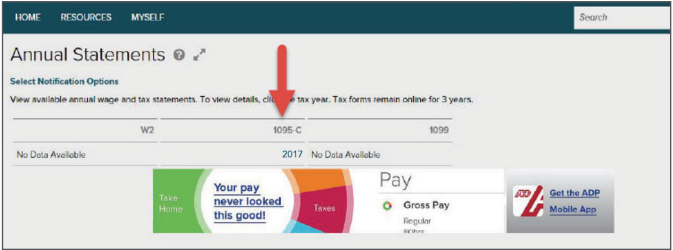
Step	Instructions	Image
1	To track your 1095-C forms from the Annual Health Care Reports Dashboard, click **Status of employee statements**.	
2	The **Employee Forms 1095-C Status** page is displayed. Hover over each activity in the timeline to view high level details about approvals, printing status, IRS transmittals, and corrections.	
1	To track your Forms 1094-C in the Employer Transmittal section, click **Status of employer statements.**	
2	For each FEIN, a timeline provides additional details regarding the filing. • **Approval** - The date on which the Form 1094-C was approved, after which Forms 1095-C and 1094-C are prepared for electronic transmission to the IRS. • **Transmission** - The date on which the FEINs data for ACA Annual Reporting was transmitted to the IRS electronically.	

Step	Instructions	Image
3	**Status of Employee Statements** displays the Transmitted to IRS date	ABC Towing, Inc. 12-3456789 As of 02/01/2014 10:42AM Shipped to: 866 Main Street Philadelphia, PA 19107 Reprint Forms Download .CSV File Download Preview Register Approved 01/01/16 — Sent to Print 01/05/16 — Shipped 01/13/16 — Transmitted to IRS 01/13/16 Total 40 VIEW CORRECTIONS
4	Clicking on the **Transmitted to IRS** icon will display a pop-up including the history of the IRS Transmissions for the FEIN. Note: You should keep track of the IRS RECEIPT ID in case you ever need to work with the IRS.	**Transmission History** | TRANSMITTED	IRS RECEIPT ID	TYPE	STATUS
10/01/2015	12365784054	Correction	Accepted without Errors
09/03/2015	14365780236	Replacement	Accepted with Errors
08/04/2015	22365782123	Replacement	Rejected
08/06/2015	23365785753	Original	Accepted with Errors	 CLOSE

Viewing Forms 1095-C Instructions for Your Employees

Shortly after the Forms 1095-C are approved and sent to print, they will be available online for *paid* employees to view an electronic copy in **Annual Statements**, which is the same place they would go to view their Form W-2. You must have the payroll employee Self Service feature in order to view the forms. Employees added from another system will not have access to online statements.

Step	Instructions	Image
1	Employees will go to **Myself > Pay > Annual Statements.**	MYSELF Personal Information Employment > Pay Time & Attendance Time Off Talent Benefits Personal Accrued Time > Annual Statements Calculators Expense eXpert ALINE Tax Forms Direct Deposit Tax Withholdings Pay Statements never looked this good! Taxes Gross Pay Regular

Step	Instructions	Image
2	Under **1095-C**, click on **2017**. Forms W-2 and 1099 will also display in this area.	
3	The employee can view, save or print a copy of the 1095-C form.	