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for People™

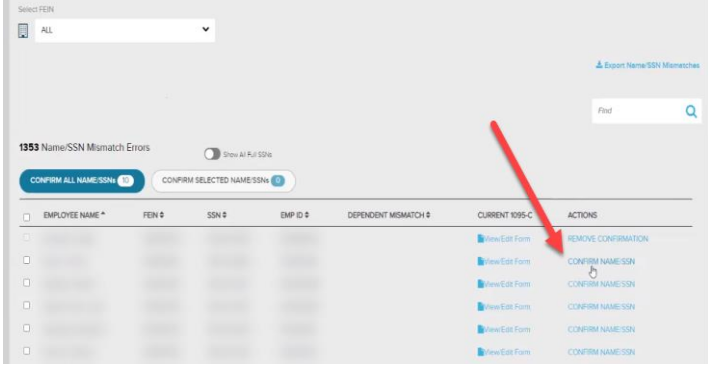



# Verifying ACA Transmission and Errors

Once the IRS has received ADP's transmission, the IRS is expected to respond within 7 days with a transmission status of Accepted, Accepted with Errors, or Rejected. The **Transmission History** screen in the **ACA IRS and State Reporting Tool** identifies the status of the transmission to the IRS.

## How do I view my IRS Errors?

In ADP TotalSource, go to <b>Process &gt; ACA &gt; ACA IRS and State Reporting</b>	
To view an individual Error:	
<p>1. Click <b>Form 1095-C Tools</b>.</p> <p>Select <b>Name/SSN Mismatch Errors</b></p>	
<p>2. This page displays <b>IRS Name/SSN mismatch errors</b>.</p> <p>You can review each error and either correct invalid data or indicate you have taken appropriate steps to confirm the data is correct.</p>	
<p>3. Click on an individual form to view the error. Hover over the  icon to view your error.</p> <p><b>Note:</b> You can edit the form from this window to resolve the error; however, changes to things like the employee's name need to be fixed in the employee's profile or the error will appear next year. View the <a href="#">1095-C SSN and Name Mismatch Errors FAQ</a> for steps on editing an employee's name or SSN.</p>	

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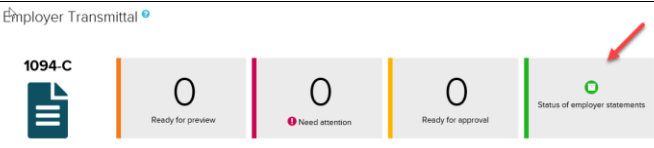
<p>4. If you have taken appropriate steps to confirm the Name/SSN combination is correct, you can indicate this using the <b>Confirm Name/SSN</b> action.</p>											
<p>To download a list of Errors to view offline:</p>											
<p>1. Click <b>Export Name/SSN Mismatches</b></p>											
<p>2. The report will display employee information as well as the <b>IRS Error Code &amp; Description</b></p>											
<p>3. IRS Error Code <b>1095C-010-01</b> refers to the <b>Employee Name/SSN Mismatch</b></p>	<table border="1" data-bbox="711 1274 1414 1488"> <thead> <tr> <th>IRS Error Code</th> <th>IRS Error Description</th> </tr> </thead> <tbody> <tr> <td>1095C-010-01</td> <td>Employee Name and SSN must match IRS database</td> </tr> <tr> <td>1095C-010-01</td> <td>Employee Name and SSN must match IRS database</td> </tr> <tr> <td>1095C-010-01</td> <td>Employee Name and SSN must match IRS database</td> </tr> <tr> <td>1095C-010-01</td> <td>Employee Name and SSN must match IRS database</td> </tr> </tbody> </table>	IRS Error Code	IRS Error Description	1095C-010-01	Employee Name and SSN must match IRS database	1095C-010-01	Employee Name and SSN must match IRS database	1095C-010-01	Employee Name and SSN must match IRS database	1095C-010-01	Employee Name and SSN must match IRS database
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<p>4. <b>Other IRS Error Codes</b> may appear on your report.</p> <p>If you see other errors, please reach out to your <b>HR Business Partner</b> for review and assistance.</p>											

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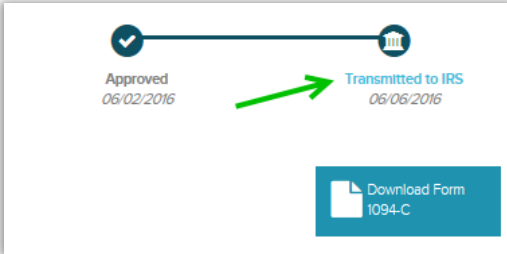
## How do I view my IRS Transmission Record?

In ADP TotalSource, go to **Process > ACA > ACA IRS and State Reporting**.

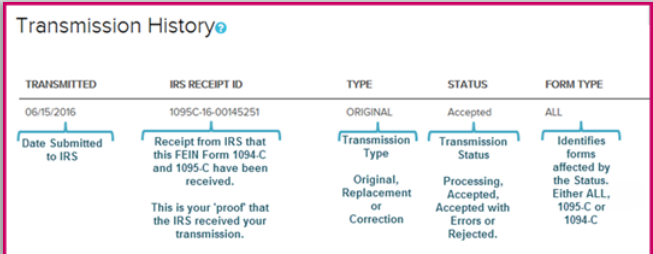
To view your IRS Transmission Record:

- Click **Status of employer statements**.
 
- Click the blue **Transmitted to IRS** link to access transmission information.
 

**Note:** Each FEIN will display its own Transmission History.


- The **Transmission History** screen will display the date transmitted, IRS Receipt ID, Type, Status and Form Type impacted.
 

Confirm the **IRS Receipt ID** is present and verify the **Status**.




TRANSMITTED	IRS RECEIPT ID	TYPE	STATUS	FORM TYPE
06/15/2016	1095C-16-00145251	ORIGINAL	Accepted	ALL

## What does the Transmission Status mean?

TRANSMITTED	IRS RECEIPT ID	TYPE	STATUS	FORM TYPE
06/15/2016	1095C-16-00145251	ORIGINAL	Accepted	ALL

**Accepted** { • The IRS has accepted the transmission of your Forms 1095-C & 1094-C with no errors.  
**ACTION:** Congratulations! No further action is needed.

# Verifying ACA Transmission and Errors

<b>Accepted with Errors</b>	<table border="1"> <thead> <tr> <th>TRANSMITTED</th> <th>IRS RECEIPT ID</th> <th>TYPE</th> <th>STATUS</th> <th>FORM TYPE</th> </tr> </thead> <tbody> <tr> <td>06/15/2016</td> <td>1095C-16-00190317</td> <td>ORIGINAL</td> <td>Accepted with Errors</td> <td>1095c</td> </tr> </tbody> </table>	TRANSMITTED	IRS RECEIPT ID	TYPE	STATUS	FORM TYPE	06/15/2016	1095C-16-00190317	ORIGINAL	Accepted with Errors	1095c
	TRANSMITTED	IRS RECEIPT ID	TYPE	STATUS	FORM TYPE						
06/15/2016	1095C-16-00190317	ORIGINAL	Accepted with Errors	1095c							
<ul style="list-style-type: none"> <li>The IRS has <b>accepted</b> the transmission of your Forms 1095-C &amp; 1094-C</li> <li>One or more of your Forms 1095-C or 1094-C have been flagged as an IRS error. <ul style="list-style-type: none"> <li><b>ACTION:</b> Errors under this status are <b>not</b> considered rejections. However, the data must be validated: <b>If no corrections are needed, no further action is required.</b> If corrections are needed, the IRS has indicated filers are to correct errors and retransmit data as soon as possible. Once corrected, approve the forms and new forms will be generated.</li> </ul> </li> </ul> <p>Form(s) 1095-C and/or 1094-C will display this icon. Hovering over the  icon will display the IRS error. Please check the <b>ACA IRS &amp; State Reporting Tool</b> periodically for updates.</p>											
<b>Rejected</b>	<table border="1"> <thead> <tr> <th>TRANSMITTED</th> <th>IRS RECEIPT ID</th> <th>TYPE</th> <th>STATUS</th> <th>FORM TYPE</th> </tr> </thead> <tbody> <tr> <td>06/15/2016</td> <td>1095C-16-00203272</td> <td>ORIGINAL</td> <td>Rejected</td> <td>ALL</td> </tr> </tbody> </table>	TRANSMITTED	IRS RECEIPT ID	TYPE	STATUS	FORM TYPE	06/15/2016	1095C-16-00203272	ORIGINAL	Rejected	ALL
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06/15/2016	1095C-16-00203272	ORIGINAL	Rejected	ALL							
<ul style="list-style-type: none"> <li>The IRS rejected the transmission of your Forms 1095-C and/or 1094-C. A replacement file must be re-transmitted within 60 days.</li> <li>Rejections from the IRS are a result of submission errors or data errors. <b>ACTION:</b> <ul style="list-style-type: none"> <li>If they are submission errors, ADP will retransmit your files to the IRS on your behalf.</li> <li>If they are data errors, ADP will contact you to help resolve them.</li> <li>Once the rejection is resolved, your file will display a new status of either <u>Accepted</u> or <u>Accepted with Errors</u>.</li> </ul> </li> </ul>											
<p>You should continue to monitor your transmission through <b>Status of employer statements</b>.</p>											

## For your Records...

To keep a record of your filing, record the **IRS Receipt ID** from the **Transmission History**, download a copy of the **Form 1094-C** from **Status of employer statements** and the **ACA 1095C Print Transmission Status Detail** report from **Status of employee statements** for each of your FEINs.