

# 2023 ADP TotalSource ACA Annual Reporting Overview

## ACA Annual Reporting

A journey

- Available for review in ACA IRS & State Reporting Tool
- Correct forms in **Needs Attention**

### June – August

- If changes are needed, make appropriate changes in employee profile
- If forms should not be filed for an FEIN, place ALE on Hold under **Manage Forms**

### September – November

- Sign up for an ACA Dashboard Demo  
Learn how to leverage the tools to help comply with the Affordable Care Act

### December 10<sup>th</sup>

- Deadline to submit outside data to ADP TotalSource to be included on ACA Forms 1095-C

### January 31<sup>st</sup>

- ADP Deadline to approve forms 1095-C and 1094-C  
Any forms not approved on or before Jan 31 ET, will be auto approved and sent for distribution

### January

- ADP ACA Forms 1094-C and 1095-C Approval Demo
- Watch for sign-up email in early December

### December 14<sup>th</sup>

- Printing and Mailing of Forms 1095-C begins
- Note: Printing is triggered by approval of the Form(s) 1095-C

### December 13<sup>th</sup>

- ADP ACA Forms 1094-C and 1095-C Approval Demo. Watch for a sign-up email in early December
- Approvals of Forms 1095-C and 1094-C  
• Navigate to Ready for Approval and use the **Approval All** button

### February 1<sup>st</sup>

- ADP Auto Approval of forms 1095-C & 1094-C not on Hold

### February 15<sup>th</sup>

- Review IRS errors and resolve  
The most common error found on Form 1095-C is 1095C-010-01 name/SSN mismatch

### February 26<sup>th</sup>

- Final Approvals for March 1<sup>st</sup> delivery  
Forms 1095-C must be approved on or before 8pm ET

### April – May: State Reporting

- **April 1<sup>st</sup>**: IRS, NJ & RI transmission deadline  
This includes the resolution of any forms returned with IRS errors. Transmission after this date of any kind are at risk of penalties with the IRS
- **April 30<sup>th</sup>**: Washington DC transmission deadline
- **May 31<sup>st</sup>**: CA transmission deadline

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