



Ftwilliam.com ACA Batch/Fulfillment Notes

(As of 2/5/2016)

- 1. You will need to create separate batches based on the B or C Series forms; you cannot add both form-types to the same batch.
- 2. You may add as many Employers/Employees to the same batch as you would like.
- 3. You may use the batch feature to print your forms at once for all Employers you have added to your batch; the batch feature is not strictly used for ftwilliam.com's fulfilment service.
- 4. If using ftwilliam.com's fulfillment service, additional fees apply. Please click <u>here</u> for pricing information and <u>here</u> for a demonstration on how to create a batch to print or use the fulfillment service.
- 5. If you select the "E-File" option to have ftwilliam.com e-file your 1094/1095 forms to the IRS on your behalf, you will see that the batch portion tied to e-filing is reflected as "Pending". The E-File feature will be made available in the coming weeks, but before the IRS deadline. We will send an email notification once the forms are able to be processed with the IRS, but you will notice that your batches that have been submitted will update from "Pending" to "In Process" as well once the feature is available. Note: if you need to update your forms during this time, please contact support@ftwilliam.com for further assistance, as we will be able to unlock your batch, allow you to make changes and re-submit for fulfillment.
- 6. Here are the basic steps to creating a batch to either print the forms yourself, or submit for a fulfillment service option:

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me			
Add Company	Plan Search		
Add Plan	Company: Name or ID		
Batches / Workflow 🔻			
CA		Clear All Filters	Advanced
00 Batch / Workflow	Search Results		
199	Plan		
Updates: (View All)	Katie's Test ACA Company	Edit Company	
16-16 Provides New Rules	New 1094/5 Company	Edit Company	
mendments - 2/3/2016	Test ACA Company	Edit Company	
echnical Update: Synopsis of Proposed Rules for	1099 Company 1099 Plan	Edit Plan 💌	
ondiscrimination Relief for Closed Defined Benefit	123 8955-SSA Test Company	Edit Plan 💌	
ension Plans and Additiona - 2/3/2016	401(K) Savings Plan PLAN SPONSOR TEST	Edit Plan 💌	
2015 5500-EZ and	401k Plan (ID: 123456) TEST COMPANY 12345678910 (ID: 123456)	Edit Plan 💌	
1/29/2016	5500 Plan 5500 Company	Edit Plan 💌	
2015 ACA Batch Feature/Fulfillment Now	8955 SSA Test Company 8955 SSA Test Company	Edit Plan 💌	
Available - 1/25/2016	8955 SSA Test Company Short Year 8955 SSA Test Company	Edit Plan 💌	
2015 1099 Batch Feature/Fulfillment Now	A TEST PLAN A TEST COMPANY	Edit Plan 💌	
Available - 1/20/2016	Another 8955-SSA Test Plan		

a. Home screen-> Batches/Workflow-> ACA-> Select form type-> OK.



ftwilliam.com

Add Company	Plan Search			
	Company: Name or ID			
	Plan: Name or ID			
Batches / Workflow 🔻			Clear All Filters	henced
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Technical Update: Notice		Batch Options X	Edit Company	<u> </u>
2016-16 Provides New Rules For Mid-Year Safe Harbor		Type: ACA-C V	Edit Company	
Amendments - 2/3/2016		Year: 2015 -	Edit Company	
Technical Update: Synopsis of Proposed Rules for	1099 Company 1099 Plan		Edit Plan 🔝	
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2015 5500-EZ and	401k Plan (ID: 123456) TEST COMPANY 12345678910 (ID: 1)		Edit Plan 🔝	
1/29/2016	5500 Plan 5500 Company		Edit Plan 💌	
2015 ACA Batch Feature/Fulfillment Now	8955 SSA Test Company 8955 SSA Test Company		Edit Plan 💌	
Available - 1/25/2016	8955 SSA Test Company Short Ye	ear	Edit Plan 💌	
2015 1099 Batch Feature/Fulfillment Now	A TEST PLAN		Edit Plan 💌	
Available - 1/20/2016	Another 8955-SSA Test Plan		Edit Plan	-

b. Main ACA Batch screen (form type and year will display at the top).

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me > Batch ACA-C - 20:	15									
atch: <u>ACA-C</u> ear: 2015	<mark>9</mark>									
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Batch Name	Batch ID	Count								
Batch Name	Batch ID	Count	1095 Cnt	Error	Lock	E-File	Fulfillment	Print	Complete	
2/4/2016KD	141306	1	3	0						

c. Click on the "Workflow" link to ensure all of your Employers (Companies) are listed as "Yes" for "Resp for." You will not be able to add an Employer (Company) to a batch if "No" is listed.



ne > <u>Batch ACA-C - 2015</u> > <mark>Work Flow</mark>								
tch Type: ACA-C ar: 2015								
Company	EIN	Company ID	Resp		Batch Name	Batch ID		
Company	EIN	Company ID	Resp	Error	Batch Name	Batch ID	E-File	
1099 Company	22-2222222		Yes	<u> </u>				
5500 Company	84-1596556		Yes	<u>^</u>				
8955 SSA Test Company	13-4562145		Yes	3				
A TEST COMPANY	22-3456789		Yes	<u> </u>				
Alterra Coffee Roasters, Inc.	TEST 39-1779155		Yes	<u> </u>				
Caribou Coffee Company Inc.	41-1731219		Yes	<u> </u>				
Katie's Test ACA Company	44-3456789		Yes	0	2/4/2016KD	141306		
New 1094/5 Company	55-1234567		Yes	3				
PLAN SPONSOR TEST	77-0430924		Yes	4				
Test ACA Company	22-3456789		Yes	3				
TEST COMPANY 12345678910	11-1111111	123456	Yes	4				
TESTING TEST	54-1577240		Yes	<u>^</u>				

- d. Return to the main ACA Batch screen.
- e. Click on "Create New Batch".

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ear: 2015										
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f. Enter your batch name.



Home > I	Batch ACA-C - 2015	5									
Batch	ACA-C										
Year:	2015										
Create	New Batch Wo									Den	
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	Batch Name	Batch ID	Count	1095 Cnt	Error	Lock	E-File	Fulfillment	Print	Complete	
		141306	1	3							
				New Enter	Batch <mark>batch nam</mark>	i <mark>e</mark> : TEST I	ватсн	<mark>ок)</mark>			

- g. Click on "OK".
- h. You are now on your batch screen.

ome > Batch AC	A-C - 2015 > TEST BAT	СН										
Batch:	ACA-C	Count:	0	10	095 Cnt:	0		Batch	Options			
/ear:	2015	Error:		🛦 Lo	ock:		ef (Edit	Level 1 Filer	ame		
atch Name:	TEST BATCH	E-File:		Fu	ulfillment:			Edit	Level 2 Filer	ame		
atch ID:	141314	Print:		Co	omplete:			e dia	Level 2 Files			
Add Companie	es							Edit	Level 3 Filer	ame		
Compi	any Name				EIN	(Company ID					
Compa	any Name bany Name			No	EIN EIN p records avail	lable	Company ID Company ID		1095 Cnt	Error	E-File	
Comp	any Name			Ne	EIN EIN a records avail	lable	Company ID Company ID		1095 Cnt	Error	E-File	

i. Click on "Add Companies" to add companies to your batch.



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Home > Batch ACA	A-C - 2015 > TEST BATCH					_				_		_			
Batch:	ACA-C	Count:	0		1095 Cnt:	0		Batch	Options						
Year:	2015	Error:			Lock:		aî a	Edit L	evel 1 Filen	ame					
Batch Name:	TEST BATCH	E-File:			Fulfillment:			Edit L	evel 2 Filen	ame					
Batch ID:	141314	Print:			Complete:			Edit I	evel 3 Filen	ame					
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Do with select	ed: 🔻			Current Viev	v Total: 0 / Nu	imbe	r Selected: 0				Exp	ort cı	irrent v	riew to	CSV

j. Check the box(es) next to the company(ies) you would like to include in your batch.

	ACA-C	Count: 0	1095 C	nt: 0	Ba	tch Options		
Year:		Error:	Lock:		e la	dit Level 1 Filename		
Batch Name:	Add Companies						х	
	Company Na	me		FIN	Company ID			
Add Companie	Company Na	me		EIN	Company ID	1095 Count	Res	
D Como	5500 Comp	anv		84-1596556		2	Y A	
Comp	8955 SSA T	est Company		13-4562145		1	Y	
	A TEST COM	IPANY		22-3456789		0	Y	
	Alterra Coff	ee Roasters, Inc. TEST		39-1779155		0	Y	
	Caribou Cof	fee Company Inc.		41-1731219		2	۲ ₌	
	New 1094/5	Company		55-1234567		2	Y	
	PLAN SPONS	SOR TEST		77-0430924		1	Y	
	Test ACA Co	ompany		22-3456789		5	Y	
	TEST COMP	ANY 12345678910		11-1111111	123456	0	Y	
	TESTING TE	ST		54-1577240		0	Υ	
		m					4	
	Add Cancel	Curre	nt View Total: 1: Results a	1 / Number Se re filtered	lected: 2	Export current v	iew to CSV	

- k. Click on "Add".
- l. Your company(ies) has now been added.
- m. You may go ahead and print your forms at this point for all company(ies) in your batch by checking the box next to "Print".



Batch:	ACA-C	Count:	2	10	95 Cnt: 5		Batch Options			
Year:	2015	Error:	Â	Loc	ck:	aî'	Edit Level 1 Filer	name		
Batch Name:	TEST BATCH	E-File:		Ful	Ifillment:		Edit Level 2 Filer	name		
Batch ID:	141314	Print:		Co	omplete:		Edit Level 2 Files			
Add Companie	es									
Compa	any Name				EIN	Company ID				
Comp	pany Name				EIN	Company ID	1095 Cnt	Error	E-File	
New 1	1094/5 Company				55-1234567		2	0		^
Test A	ACA Company				22-3456780		2			
					22-3430709		3	4		
					22-3430703		3			
4							3			

n. If you would like to submit your batch to ftwilliam.com for fulfillment, your batch will need to pass all edit checks. Click on the yellow triangle in the "Error" column to run edit checks for your company.

Batch:	ACA-C	Count:	2	1095 Cnt: 5		Batch Options			
Year:	2015	Error:	A	Lock:	aî a	Edit Level 1 Filer	ame		
Batch Name:	TEST BATCH	E-File:		Fulfillment:]	Edit Level 2 Filer			
Batch ID:	141314	Print:		Complete:]	Edit Level 2 Filer	lame		
Compa	any Name			EIN	Company ID				
Comp	oany Name			EIN	Company ID	1095 Cnt	Error	E-File	
New 1	1094/5 Company			55-1234567		2	0		
Test A	ACA Company			22-3456789		3			
Test /	ALA Company			22-3456789		3			

o. Once your batch passes all edit checks, click on the unlock symbol next to "Lock".



Batch:	ACA-C	Count:	2	1095 Cnt: 5		Batch Options			
Year:	2015	Error:	0	Lock:	<mark>.</mark>	Edit Level 1 Filen	ame		
Batch Name:	TEST BATCH	E-File:		Fulfillment:		Edit Lovel 2 Files			
Batch ID:	141314	Print:		Complete:		Eult Level 2 Filen	ane		
Compa	any Name			EIN	Company ID				
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Compa	any Name yany Name 1094/5 Company			EIN EIN 55-1234567	Company ID Company ID	1095 Cnt 2	Error	E-File	

p. Check the box next to "E-File" or "Fulfillment".

Batch:	ACA-C	Count:	2	1095 Cnt:	5	E	atch Options			
/ear:	2015	Error:	0	Lock:	8		Edit Level 1 Filer	iame		
Batch Name:	TEST BATCH	E-File:		Fulfillment:			Edit Level 2 Filer	ame		
latch ID:	141314	Print:		Complete:			Edit Lover 2 Ther	lanic		
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Compa	any Name any Name 094/5 Company			EIN EIN 55-1234	Compai Compa 567	ny ID ny ID	1095 Cnt 2	Error	E-File	

q. Choose the fulfilment service option(s): E-File = ftwilliam.com will e-file your forms in your batch to the IRS; Fulfillment = ftwilliam.com will print/mail the forms to the Employees in the batch.

Home > Batch A	CA-C - 2015 > TEST BAT	сн								
Batch:	ACA-C	Count:	2	1095 Cnt:		Bat	tch Options			
Year:	2015	Error:	0	Lock:						
Batch Name	: TEST BATCH	E-File:		Fulfillment:						
Batch ID:	141314	Print:		Complete:						
Add Compani	es									
Comp										
Com	pany Name		E-File & Fulfillm	ent: TEST BAT	СН	х	1095 Cnt	Error	E-File	
							2	0		
			E-File:	🔽 Submit f	or E-File		3	Ø		
			Fulfillment:	🔽 Submit f	or Fulfillment					
		1	Prices will be she	own on a subsequ	uent confirmation scr	reen.				
					Next Car	ncel				

r. Agree to the charges.



Home > Batch ACA-C - 2015 > TEST BATCH	н	
Batch: ACA-C	Count: 2 1095 Cnt: 5	Batch Options
Year: 2015	Error: 🖉 Lock: 🔒	
Batch Name: TEST BATCH	E-File: Fulfillment:	Edit Level 2 Filename
Batch ID: 141314	E-File & Fulfillment: TEST BATCH	x
Add Companies	Selected: E-File, Fulfillment	vel 3 Filename
Company Name	TEST BATCH: \$18.60 (5 Domestic Employees)	
Company Name	Total Cost: \$18.60	095 Cnt Error E-File
	Once you click on the submit button below your account will be	
	charged \$18.60 (plus applicable sales & use tax) and we will immediately begin fulfilling your request. As a result, ftwilliam.com/CCH INCORPORATED will incur substantial costs postage and handling.	for
	THEREFORE, THE CHARGES TO YOUR ACCOUNT ARE FINAL AN NO CREDITS OR REFUNDS CAN BE GIVEN.	D
	FAILURE TO PAY THE ABOVE CHARGES MAY RESULT IN INACTIVATION OF YOUR ACCOUNT. BY CLICKING ON THE LIN BELOW YOU HEREBY AGREE TO THE FOLLOWING:	к
	Submit	Cancel
<		•
Do with selected:	Current View Total: 2 / Number Selected: 0	

- s. Submit for fulfillment.
- t. Your batch will now reflect as "Pending". Pending = ftwilliam.com has received your batch submission; In Process = the IRS has received your submission (if the "In Process" date is on or before the filing deadline, the forms in the batch are considered timely filed); Completed = the IRS has completed the processing of your batch.

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reate	e New Batch Wo	ork Flow								Der	no v
Đ	Batch Name	Batch ID	Count								
	Batch Name	Batch ID	Count	1095 Cnt	Error	Lock	E-File	Fulfillment	Print	Complete	
	2/4/2016KD	141306	1	3	0	8					
	TEST BATCH	141314	2	5	0	ß	02/05/2016	02/05/2016			

u. The entire process, from start-to-finish, for your batch to change from "Pending" to "Completed" should be around 4-5 business days.