# IRS Forms 1094/1095 Software Demonstration Q & A (September 29, 2015)

**Q1.  My apologies if this was already asked but will the CSV template or upload format be available during or after this call?**

ANSWER:  Upload templates and schema files are currently available and can be accessed by clicking [here](#).

**Q2. What is the expected deadline date that you will need the data so that Form 1095 can be printed and mailed timely?**

ANSWER:  We are currently estimating two days prior to the deadline.  We will provide updates to customers of the new form package in late December/early January.

**Q3. Will there be written documentation of this presentation?**

ANSWER:  There is no written documentation, but a link to the recording of the demonstration can be accessed by clicking [here](#).

**Q4. Is a separate 1095 required for each individual employee?**

ANSWER:   Essentially, yes.  Each individual who receives minimum essential coverage and/or is covered by an employer-sponsored group health plan will receive one of the Forms 1095.

**Q5. I thought the carriers will be sending out the 1095-B forms.**

ANSWER:  The 1095-B is required to be provided by the entity that provides minimum essential coverage to the individual.  If the employer-sponsored group health plan is fully insured, the insurer would be responsible for providing the Form 1095-B.

**Q6. Is there an import feature from the employer's payroll software to get the basic employee information in the software?**

ANSWER:  Our CSV import template is flexible, and lines up very closely with the forms. It was actually modeled after exports from other payroll platforms.  If the payroll software provides a comma delimited export then chances are it can be used with some modification. Of course we will need to see samples to say for sure.

**Q7. What if a dependent does not have an SSN? If a person is US dollar but their dependent would not have an SSN - how do we address?**

ANSWER:  If a Social Security number cannot be obtained, a birth date can be used.

**Q8. If the import doesn't match what FT Williams has, can we map our csv file?**

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export then chances are it can be used with some modification. Of course we will need to see samples to say for sure.

**Q9. What data editing is done by the system when data is uploaded?**

ANSWER:  Fields are checked to make sure there are no illegal characters and they match patterns (IE SSNs) based on the IRS schema specifications. After the data is imported edit checks (there are a total of 132 across the ACA forms) can be run to check to make sure required fields have been completed.

**Q10. Can you show an example of the 1094c/1095c reporting?**

ANSWER:  For a demonstration of the C forms, please email us at support@ftwilliam.com or call 1-800-596-0714.

**Q11. Do you plan on having a webinar on filling out the excel template?**

ANSWER:  We do not plan on having another webinar to show the excel template.  If you are interested, we can do a one-on-one demonstration for you showing how one would fill out the template and upload it into the software. Please email us at support@ftwilliam.com or call 1-800-596-0714.

**Q12. Can we have our clients enter their own employees through a separate login?**

ANSWER:  There will be no portal access for the first year of this software.

**Q13. Can edits be done by upload of file vs. manual entry?**

ANSWER:  Yes, the file can be re-uploaded with the 'overwrite' box checked. You will need to maintain a master csv if this method is utilized (IE only do edits via the csv upload).

**Q14. Are you providing any call center services for participants with questions about the new forms?**

ANSWER:  No.  Our support is for software questions only for our customers.

**Q15. Can you show us the spreadsheet and walk through this process more?**

ANSWER:  The upload template is designed for a single upload at the end of the year once you have all the employee data ready.  We have finalized the templates and they can be accessed by clicking here.

We anticipate the software will be available in early November so that users can upload test data and view data in forms.  Batch and fulfillment capabilities will be available in early January of 2016; the IRS e-filing fulfillment capabilities will come later.

**Q16. Please let me know the pricing?**

ANSWER:  The first block for up to 10,000 employees is priced at $595 per year.  Additional blocks of up to 10,000 employees are $250 per year per block.