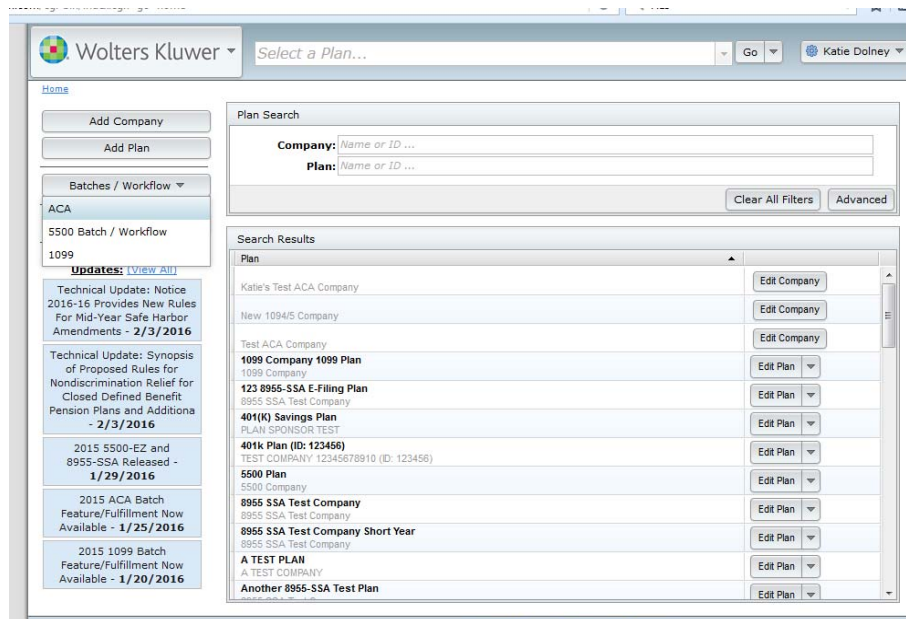


## Ftwilliam.com ACA Batch/Fulfillment Notes

### Note: Correction FAQs and Batch Information Begins on Page 9

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 fulfillment service.
4. If using ftwilliam.com's fulfillment service, additional fees apply. Please click [here](#) for pricing information and [here](#) 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](mailto: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:
  - a. Home screen-> Batches/Workflow-> ACA-> Select form type-> OK.



The screenshot displays the ftwilliam.com web application interface. At the top, there is a navigation bar with the Wolters Kluwer logo, a search bar, and a user profile for Katie Dolney. The main content area is divided into a left sidebar and a main panel. The sidebar contains links for 'Add Company', 'Add Plan', and a dropdown menu for 'Batches / Workflow'. Under 'Batches / Workflow', there are links for 'ACA', '5500 Batch / Workflow', and '1099'. The main panel shows a 'Plan Search' section with input fields for 'Company' and 'Plan', and buttons for 'Clear All Filters' and 'Advanced'. Below this is a 'Search Results' table listing various plans, including 'Katie's Test ACA Company', 'New 1094/5 Company', 'Test ACA Company', '1099 Company', '123 8955-SSA E-Filing Plan', '401(K) Savings Plan', '401k Plan (ID: 123456)', '5500 Plan', '8955 SSA Test Company', '8955 SSA Test Company Short Year', 'A TEST PLAN', and 'Another 8955-SSA Test Plan'. Each row has an 'Edit' button.

Home

Add Company

Add Plan

Batches / Workflow

Upload Company/Plan Data

Updates: [\(View All\)](#)

Technical Update: Notice 2016-16 Provides New Rules For Mid-Year Safe Harbor Amendments - 2/3/2016

Technical Update: Synopsis of Proposed Rules for Nondiscrimination Relief for Closed Defined Benefit Pension Plans and Additions - 2/3/2016

2015 5500-EZ and 8955-SSA Released - 1/29/2016

2015 ACA Batch Feature/Fulfillment Now Available - 1/25/2016

2015 1099 Batch Feature/Fulfillment Now Available - 1/20/2016

Plan Search

Company:  Name or ID ...

Plan:  Name or ID ...

Clear All Filters Advanced

Search Results

Plan	
Kate's Test ACA Company	Edit Company
New 10945 Company	Edit Company
Test ACA Company	Edit Company
1099 Company 1099 Plan 1099 Company	Edit Plan
123 8955-SSA E-Filing Plan 8955-SSA Test Company	Edit Plan
401(K) Savings Plan PLAN SPONSOR TEST	Edit Plan
401k Plan (ID: 123456) TEST COMPANY 12345678910 (ID: 123456)	Edit Plan
5500 Plan 5500 Company	Edit Plan
8955 SSA Test Company	Edit Plan
8955 SSA Test Company	Edit Plan
8955 SSA Test Company Short Year 8955 SSA Test Company	Edit Plan
A TEST PLAN A TEST COMPANY	Edit Plan
Another 8955-SSA Test Plan	Edit Plan

Batch Options

Type: ACA-C

Year: 2015

OK

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

Wolters Kluwer

Select a Plan... Go Katie Dolney

Home > Batch ACA-C - 2015

Batch: ACA-C

Year: 2015

Create New Batch Work Flow Demo Video

Batch Name	Batch ID	Count	1095 Cnt	Error	Lock	E-File	Fulfillment	Print	Complete
2/4/2016KD	141306	1	3			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Do with selected: Current View Total: 1 / Number Selected: 0 Export current view to CSV

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.

Wolters Kluwer Select a Plan... Go Katie Dolney

Home > Batch ACA-C - 2015 > Work Flow

Batch Type: ACA-C  
Year: 2015

Company	EIN	Company ID	Resp	Error	Batch Name	Batch ID	E-File
<input type="checkbox"/> 1099 Company	22-2222222		Yes	⚠			
<input type="checkbox"/> 5500 Company	84-1596556		Yes	⚠			
<input type="checkbox"/> 8955 SSA Test Company	13-4562145		Yes	✖			
<input type="checkbox"/> A TEST COMPANY	22-3456789		Yes	⚠			
<input type="checkbox"/> Alterra Coffee Roasters, Inc. TEST	39-1779155		Yes	⚠			
<input type="checkbox"/> Caribou Coffee Company Inc.	41-1731219		Yes	⚠			
<input type="checkbox"/> Katie's Test ACA Company	44-3456789		Yes	✔	2/4/2016KD	141306	
<input type="checkbox"/> New 1094/5 Company	55-1234567		Yes	✖			
<input type="checkbox"/> PLAN SPONSOR TEST	77-0430924		Yes	⚠			
<input type="checkbox"/> Test ACA Company	22-3456789		Yes	✖			
<input type="checkbox"/> TEST COMPANY 12345678910	11-1111111	123456	Yes	⚠			
<input type="checkbox"/> TESTING TEST	54-1577240		Yes	⚠			

Do with selected: Current View Total: 12 / Number Selected: 0 [Export current view to CSV](#)

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

Wolters Kluwer Select a Plan... Go Katie Dolney

Home > Batch ACA-C - 2015

Batch: ACA-C  
Year: 2015

[Create New Batch](#) | [Work Flow](#) [Demo Video](#)

Batch Name	Batch ID	Count	1095 Cnt	Error	Lock	E-File	Fulfillment	Print	Complete
<input type="checkbox"/> Batch Name	Batch ID	Count	1095 Cnt	Error	Lock	E-File	Fulfillment	Print	Complete
<input type="checkbox"/> 2/4/2016KD	141306	1	3	✔	🔒	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- f. Enter your batch name.

Home > Batch ACA-C - 2015

Batch: ACA-C  
Year: 2015

Create New Batch | Work Flow [Demo Video](#)

Batch Name	Batch ID	Count	1095 Cnt	Error	Lock	E-File	Fulfillment	Print	Complete
2/4/2016KD	141306	1	3			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**New Batch** x

Enter batch name:

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

Wolters Kluwer Select a Plan... Go Katie Dolney

Home > Batch ACA-C - 2015 > TEST BATCH

Batch: ACA-C  
Year: 2015  
Batch Name: TEST BATCH  
Batch ID: 141314

Count: 0      1095 Cnt: 0  
Error:      Lock:   
E-File: ☐      Fulfillment: ☐  
Print: ☐      Complete: ☐

**Batch Options**

[Edit Level 1 Filename](#)  
[Edit Level 2 Filename](#)  
[Edit Level 3 Filename](#)

Company Name	EIN	Company ID	1095 Cnt	Error	E-File
No records available					

Do with selected: Current View Total: 0 / Number Selected: 0 [Export current view to CSV](#)

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

Wolters Kluwer Select a Plan... Go Katie Dolney

Home > Batch ACA-C - 2015 > TEST BATCH

Batch: ACA-C	Count: 0	1095 Cnt: 0
Year: 2015	Error:	Lock:
Batch Name: TEST BATCH	E-File: <input type="checkbox"/>	Fulfillment: <input type="checkbox"/>
Batch ID: 141314	Print: <input type="checkbox"/>	Complete: <input type="checkbox"/>

**Add Companies**

Company Name	EIN	Company ID	1095 Cnt	Error	E-File
No records available					

Do with selected: Current View Total: 0 / Number Selected: 0 [Export current view to CSV](#)

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

Home > Batch ACA-C - 2015 > TEST BATCH

Batch: ACA-C	Count: 0	1095 Cnt: 0
Year: 2015	Error:	Lock:
Batch Name: TEST BATCH	E-File: <input type="checkbox"/>	Fulfillment: <input type="checkbox"/>
Batch ID: 141314	Print: <input type="checkbox"/>	Complete: <input type="checkbox"/>

**Add Companies**

Company Name	EIN	Company ID	1095 Count	Res
<input type="checkbox"/> 1095 Company	22-2222222		0	Y
<input type="checkbox"/> 5500 Company	84-1596556		2	Y
<input type="checkbox"/> 8955 SSA Test Company	13-4562145		1	Y
<input type="checkbox"/> A TEST COMPANY	22-3456789		0	Y
<input type="checkbox"/> Alterra Coffee Roasters, Inc. TEST	39-1779155		0	Y
<input type="checkbox"/> Caribou Coffee Company Inc.	41-1731219		2	Y
<input checked="" type="checkbox"/> New 1094/5 Company	55-1234567		2	Y
<input type="checkbox"/> PLAN SPONSOR TEST	77-0430924		1	Y
<input checked="" type="checkbox"/> Test ACA Company	22-3456789		5	Y
<input type="checkbox"/> TEST COMPANY 12345678910	11-1111111	123456	0	Y
<input type="checkbox"/> TESTING TEST	54-1577240		0	Y

**Add** **Cancel** Current View Total: 11 / Number Selected: 2 [Export current view to CSV](#)

Results are filtered

Do with selected: Current View Total: 0 / Number Selected: 0 [Export current view 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".

Home > Batch ACA-C - 2015 > TEST BATCH

Batch:	ACA-C	Count:	2	1095 Cnt:	5
Year:	2015	Error:		Lock:	
Batch Name:	TEST BATCH	E-File:	<input type="checkbox"/>	Fulfillment:	<input type="checkbox"/>
Batch ID:	141314	Print:	<input type="checkbox"/>	Complete:	<input type="checkbox"/>

Add Companies

Company Name	EIN	Company ID	1095 Cnt	Error	E-File
<input type="checkbox"/> New 1094/5 Company	55-1234567		2		
<input type="checkbox"/> Test ACA Company	22-3456789		3		

Do with selected: ▼ Current View Total: 2 / Number Selected: 0 Export current view to CSV

- 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.

Home > Batch ACA-C - 2015 > TEST BATCH

Batch:	ACA-C	Count:	2	1095 Cnt:	5
Year:	2015	Error:		Lock:	
Batch Name:	TEST BATCH	E-File:	<input type="checkbox"/>	Fulfillment:	<input type="checkbox"/>
Batch ID:	141314	Print:	<input type="checkbox"/>	Complete:	<input type="checkbox"/>

Add Companies

Company Name	EIN	Company ID	1095 Cnt	Error	E-File
<input type="checkbox"/> New 1094/5 Company	55-1234567		2		
<input type="checkbox"/> Test ACA Company	22-3456789		3		

Do with selected: ▼ Current View Total: 2 / Number Selected: 0 Export current view to CSV

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

Home > Batch ACA-C - 2015 > TEST BATCH

Batch:	ACA-C	Count:	2	1095 Cnt:	5
Year:	2015	Error:	<input checked="" type="checkbox"/>	Lock:	<input checked="" type="checkbox"/>
Batch Name:	TEST BATCH	E-File:	<input type="checkbox"/>	Fulfillment:	<input type="checkbox"/>
Batch ID:	141314	Print:	<input type="checkbox"/>	Complete:	<input type="checkbox"/>

Add Companies

Company Name	EIN	Company ID	1095 Cnt	Error	E-File
New 1094/5 Company	55-1234567		2	<input checked="" type="checkbox"/>	
Test ACA Company	22-3456789		3	<input checked="" type="checkbox"/>	

Batch Options

- Edit Level 1 Filename
- Edit Level 2 Filename
- Edit Level 3 Filename

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

Home > Batch ACA-C - 2015 > TEST BATCH

Batch:	ACA-C	Count:	2	1095 Cnt:	5
Year:	2015	Error:	<input checked="" type="checkbox"/>	Lock:	<input checked="" type="checkbox"/>
Batch Name:	TEST BATCH	E-File:	<input checked="" type="checkbox"/>	Fulfillment:	<input checked="" type="checkbox"/>
Batch ID:	141314	Print:	<input type="checkbox"/>	Complete:	<input type="checkbox"/>

Add Companies

Company Name	EIN	Company ID	1095 Cnt	Error	E-File
New 1094/5 Company	55-1234567		2	<input checked="" type="checkbox"/>	
Test ACA Company	22-3456789		3	<input checked="" type="checkbox"/>	

Batch Options

- Edit Level 1 Filename
- Edit Level 2 Filename
- Edit Level 3 Filename

q. Choose the fulfillment 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 ACA-C - 2015 > TEST BATCH

Batch:	ACA-C	Count:	2	1095 Cnt:	5
Year:	2015	Error:	<input checked="" type="checkbox"/>	Lock:	<input checked="" type="checkbox"/>
Batch Name:	TEST BATCH	E-File:	<input type="checkbox"/>	Fulfillment:	<input type="checkbox"/>
Batch ID:	141314	Print:	<input type="checkbox"/>	Complete:	<input type="checkbox"/>

Add Companies

Company Name	EIN	Company ID	1095 Cnt	Error	E-File
New 1094/5 Company	55-1234567		2	<input checked="" type="checkbox"/>	
Test ACA Company	22-3456789		3	<input checked="" type="checkbox"/>	

Batch Options

- Edit Level 1 Filename
- Edit Level 2 Filename
- Edit Level 3 Filename

**E-File & Fulfillment: TEST BATCH**

E-File: ☒ Submit for E-File

Fulfillment: ☒ Submit for Fulfillment

Prices will be shown on a subsequent confirmation screen.

Next Cancel

r. Agree to the charges.

Home > Batch ACA-C - 2015 > TEST BATCH

Batch: ACA-C  
Year: 2015  
Batch Name: TEST BATCH  
Batch ID: 141314

Count: 2      1095 Cnt: 5  
Error:      Lock:   
E-File: ☐      Fulfillment: ☐

Batch Options  
Edit Level 1 Filename  
Edit Level 2 Filename  
Edit Level 3 Filename

Add Companies

Company Name
Company Name
New 1094/5 Company
Test ACA Company

**E-File & Fulfillment: TEST BATCH**  
**Selected: E-File, Fulfillment**  
**TEST BATCH: \$18.60 (5 Domestic Employees)**  
**Total Cost: \$18.60**  

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 for postage and handling.

THEREFORE, THE CHARGES TO YOUR ACCOUNT ARE FINAL AND NO CREDITS OR REFUNDS CAN BE GIVEN.

FAILURE TO PAY THE ABOVE CHARGES MAY RESULT IN INACTIVATION OF YOUR ACCOUNT. BY CLICKING ON THE LINK BELOW YOU HEREBY AGREE TO THE FOLLOWING:

Submit Cancel

1095 Cnt	Error	E-File

Do with selected: 
Current View Total: 2 / Number Selected: 0
Export current view to CSV

- 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.

Home > Batch ACA-C - 2015

Batch: ACA-C  
Year: 2015

Create New Batch | Work Flow

Demo Video

Batch Name	Batch ID	Count	1095 Cnt	Error	Lock	E-File	Fulfillment	Print	Complete
2/4/2016KD	141306	1	3			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TEST BATCH	141314	2	5			<input checked="" type="checkbox"/> 02/05/2016	<input checked="" type="checkbox"/> 02/05/2016	<input type="checkbox"/>	<input type="checkbox"/>

Do with selected: 
Current View Total: 2 / Number Selected: 0
Export current view to CSV

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



### ACA Correction FAQs and Step-by-Step Instructions for Creating a Correction

Q: When can I expect to incur correction costs?

A: You can expect to incur correction costs whenever you E-File or fulfill any corrected forms. There are a few scenarios where a change in one form will result in changes to another form. If you choose to correct anything on either the 1094-B\* or 1094-C that carries through to the corresponding Form 1095, this requires all 1095s under that company to be re-filed with the IRS and re-mailed to the employee, per the IRS instructions. We must charge you for all 1095s both refiled with the IRS and re-mailed to employees under this company in the batch.

\*Except for any 1095-B that has Policy Origin code "E" or is marked "Self-Insured". All other 1095-B corrections will incur a charge.

---

Q: What are the correction costs?

A: Please click [here](#) for pricing information.

---

Q: Can I upload a CSV file with my corrections?

A: No, the CSV uploader for ACA is disabled for corrections; please make any corrections manually, through the batch grid interface (see step-by-step instructions, below).

---

Q: Can I add or delete employees from a correction batch?

A: Yes, you may delete employees from a correction batch. You may not add any employees to a corrective batch. If you need to add an employee, please set up a new "dummy" company, add the employee and create a new batch.

- If you wish to use the CSV uploader to add many employees, within your "dummy" company, please use a fake EIN at first; so that the employees will be uploaded to that EIN, then simply change the EIN to the correct one on the 1094 form manually before locking the new batch.
- 

Q: I need to edit multiple forms in the batch but I am only able to edit certain forms. How do I edit all applicable forms?

A: Only those 1094s/1095s which were selected through the batch grid interface (see step-by-step instructions, below) will be editable so please make sure you have selected all of the forms you need to correct.

Q: I have errors in my batch but I do not think they are applicable. What should I do?

A: If you do not agree with the errors in your batch (for example, TIN validation error, but you know the social security numbers and names are all correct), please do not submit any corrections for it. The IRS has stated that it is up to the individual to determine what corrections are needed. As long as you have done your best to submit accurate information, there will be no penalties this year.

- o Please click [here](#) to review a video from the IRS on this topic (information located at the 21:00 min. mark)

Q: One of the companies in my batch has an “Error” Status. What does that mean?

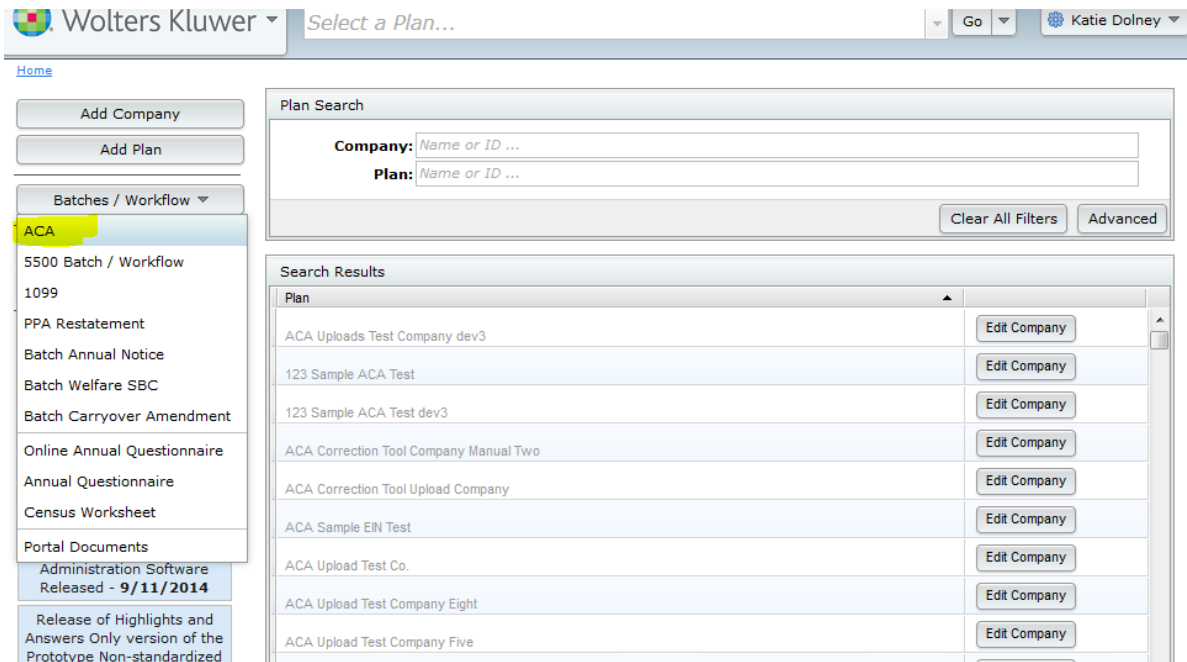
A: If a company in your batch is in “Error” status, that means the IRS has rejected your company and generally it is due to an error on the 1094 (usually in regards to that company’s EIN). This means the IRS has not processed your company’s 1095s at all. There may be more errors with those employees’ forms that you may not see until after you have corrected the 1094. You may need to go through the correction process twice for these batches due to the way the IRS requires the corrections to be made.

Q: Do I need to create a brand new batch in order to process my correction?

A: No, you will create the correction(s) within your existing batch.

#### ACA Correction Step-by-Step Instructions:

1. Access the ACA Batch (Home screen-> Batches/Workflow-> ACA-> Form selection-> OK-> Batch ACA screen)



The screenshot shows the Wolters Kluwer application interface. On the left is a sidebar with a 'Wolters Kluwer' logo and a 'Select a Plan...' dropdown. Below the logo are buttons for 'Add Company' and 'Add Plan'. A 'Batches / Workflow' dropdown menu is open, showing options like 'ACA', '5500 Batch / Workflow', '1099', 'PPA Restatement', 'Batch Annual Notice', 'Batch Welfare SBC', 'Batch Carryover Amendment', 'Online Annual Questionnaire', 'Annual Questionnaire', 'Census Worksheet', 'Portal Documents', 'Administration Software Released - 9/11/2014', and 'Release of Highlights and Answers Only version of the Prototype Non-standardized'. The 'ACA' option is highlighted. The main content area has a 'Plan Search' section with 'Company' and 'Plan' input fields, a 'Clear All Filters' button, and an 'Advanced' button. Below is a 'Search Results' table with columns for 'Plan' and 'Edit Company'. The table lists several ACA plans, including 'ACA Uploads Test Company dev3', '123 Sample ACA Test', '123 Sample ACA Test dev3', 'ACA Correction Tool Company Manual Two', 'ACA Correction Tool Upload Company', 'ACA Sample EIN Test', 'ACA Upload Test Co.', 'ACA Upload Test Company Eight', and 'ACA Upload Test Company Five'. Each row has an 'Edit Company' button.

Home > Batch ACA-C - 2015

Batch: ACA-C  
Year: 2015

The cut-off for all E-File submissions is 12pm CT on Monday, June 27, 2016, to ensure the EE and ER copies are electronically filed with the IRS in a timely manner. You may submit batches after 12pm CT on Monday, June 27, 2016, but we are not able to guarantee the batches will be processed by the June 30, 2016 deadline.

Create New Batch | Work Flow

ACA Batch Instructions | ACA Batch Tutorial

Batch Name	Batch ID	Count	1095 Cnt	Error	Lock	E-File	Fulfillment	Print	Complete
C Same Batch Test	105231	2	3	✓	🔒	<input type="checkbox"/>	<input type="checkbox"/>	✓ 01/26/2016	<input type="checkbox"/>
C-Transactions	105167	1	0	⚠	🔒	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CorrectionEfile	105703	1	1	✓	🔒	✓ 06/03/2016	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CorrectionEfileFul	105701	1	2	✗	🔒	✓ 06/01/2016	✓ 06/01/2016	✓ 06/02/2016	<input type="checkbox"/>
CorrectionFul	105705	2	22	✓	🔒	<input type="checkbox"/>	✓ 06/01/2016	<input type="checkbox"/>	<input type="checkbox"/>
CorrectionToolOn e	105693	0	0	⚠	🔒	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CountUpdateACA C	105237	2	13	✗	🔒	<input type="checkbox"/>	<input type="checkbox"/>	✓ 01/27/2016	<input type="checkbox"/>
Fulfillment Test	105211	1	1	✓	🔒	✓ 04/18/2016	✓ 01/23/2016	<input type="checkbox"/>	<input type="checkbox"/>
Sample Two	105201	1	0	✓	🔒	<input type="checkbox"/>	<input type="checkbox"/>	✓ 01/22/2016	<input type="checkbox"/>

- Click on your original batch name. **Note: you WILL NOT need to create a separate batch to complete the correction.**

Home > Batch ACA-C - 2015

Batch: ACA-C  
Year: 2015

The cut-off for all E-File submissions is 12pm CT on Monday, June 27, 2016, to ensure the EE and ER copies are electronically filed with the IRS in a timely manner. You may submit batches after 12pm CT on Monday, June 27, 2016, but we are not able to guarantee the batches will be processed by the June 30, 2016 deadline.

Create New Batch | Work Flow

ACA Batch Instructions | ACA Batch Tutorial

Batch Name	Batch ID	Count	1095 Cnt	Error	Lock	E-File	Fulfillment	Print	Complete
C Same Batch Test	105231	2	3	✓	🔒	<input type="checkbox"/>	<input type="checkbox"/>	✓ 01/26/2016	<input type="checkbox"/>
C-Transactions	105167	1	0	⚠	🔒	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CorrectionEfile	105703	1	1	✓	🔒	✓ 06/03/2016	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CorrectionEfileFul	105701	1	2	✗	🔒	✓ 06/01/2016	✓ 06/01/2016	✓ 06/02/2016	<input type="checkbox"/>
CorrectionFul	105705	2	22	✓	🔒	<input type="checkbox"/>	✓ 06/01/2016	<input type="checkbox"/>	<input type="checkbox"/>
CorrectionToolOn e	105693	0	0	⚠	🔒	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CountUpdateACA C	105237	2	13	✗	🔒	<input type="checkbox"/>	<input type="checkbox"/>	✓ 01/27/2016	<input type="checkbox"/>
Fulfillment Test	105211	1	1	✓	🔒	✓ 04/18/2016	✓ 01/23/2016	<input type="checkbox"/>	<input type="checkbox"/>
Sample Two	105201	1	0	✓	🔒	<input type="checkbox"/>	<input type="checkbox"/>	✓ 01/22/2016	<input type="checkbox"/>

- Within the “Batch Options” box, click on “1094s” next to “Corrections” if you need to make a correction to a 1094. Note: dates will be reflected from your original batch submission (or if a correction was already completed, the most recent correction date); once your correction is processed, new dates will be reflected for your batch. We highly recommend taking a screenshot or making note of the original dates for your batch to maintain in your records.

Home > Batch ACA-C - 2015 > CorrectionEfileFul

Batch: ACA-C  
Year: 2015  
Batch Name: CorrectionEfile...  
Batch ID: 105701

Add Companies

Count: 1      1095 Cnt: 2  
Error: ✗      Lock: 🔒  
E-File: ✓ 06/01/2016      Fulfillment: ✓ 06/01/2016  
Print: ✓ 06/02/2016      Complete: ☐

Batch Options

Edit Filenames: Level 1 | Level 2 | Level 3  
Corrections: 1094s | 1095s  
Check E-File Errors

Company Name	EIN	Company ID	1095 Cnt	Error	E-File
Company Name	EIN	Company ID	1095 Cnt	Error	E-File

- Check the box next to the company(ies) that need to be corrected and click on “Enable Correction”.

Company	EIN	Company ID
<input checked="" type="checkbox"/> ACA-C Correction Tool Company Manual One	63-7746564	Cor456

Enable Correction Cancel Current View Total: 1 / Number Selected: 1 Export current view to CSV

- Your batch will now reflect that it is in Correction Mode.

Home > Batch ACA-C - 2015 > CorrectionEfileFul

Batch: ACA-C Year: 2015 Batch Name: CorrectionEfile... Batch ID: 105701

Count: 1 Error: 1095 Cnt: 2 Lock: E-File: ☒ 06/01/2016 Fulfillment: ☒ 06/01/2016 Print: ☒ 06/02/2016 Complete: ☐

Add Companies This batch is in Correction Mode.

Company Name	EIN	Company ID	1095 Cnt	Error	E-File
<input type="checkbox"/> ACA-C Correction Tool Company Manual One	63-7746564	Cor456	2		

- Click on your Company Name within the “Company Name” column.

Home > Batch ACA-C - 2015 > CorrectionEfileFul

Batch: ACA-C Year: 2015 Batch Name: CorrectionEfile... Batch ID: 105701

Count: 1 Error: 1095 Cnt: 2 Lock: E-File: ☒ 06/01/2016 Fulfillment: ☒ 06/01/2016 Print: ☒ 06/02/2016 Complete: ☐

Add Companies This batch is in Correction Mode.

Company Name	EIN	Company ID	1095 Cnt	Error	E-File
<input type="checkbox"/> ACA-C Correction Tool Company Manual One	63-7746564	Cor456	2		

- A new window or tab (depending on your browser settings) will open up to the form, allowing you to make changes. Make your changes directly onto the draft form (Note: the changes you need to make to the form(s) in your batch are not able to be uploaded via CSV file).

Return  
Run Edit Checks

This form is part of a locked batch and is marked for corrections.

1094-C Print Final

Select Option...

This form is part of a locked batch and is marked for corrections.

120116  
OMB No. 1545-2251  
**2015**

Form **1094-C** **Transmittal of Employer-Provided Health Insurance Offer and Coverage Information Returns** ☒ CORRECTED

Department of the Treasury  
Internal Revenue Service  
► Information about Form 1094-C and its separate instructions is at [www.irs.gov/1094c](http://www.irs.gov/1094c).

**Part I Applicable Large Employer Member (ALE Member)**

1 Name of ALE Member (Employer) ACA-C Correction Tool Company Manual One	2 Employer identification number (EIN) 63-7746564	Check if foreign <input type="checkbox"/>
3 Street address (including room or suite no.) 2234 S. Sample Avenue Suite 202	6 Country and ZIP or foreign postal code 55123 ZIP Ext.	
4 City or town Wakefield	5 State or province MN	
7 Name of person to contact Sample	8 Contact telephone number 551-551-5512	
9 Name of Designated Government Entity (only if applicable) Sample DGE	10 Employer identification number (EIN) 33-4334334	Check if foreign <input type="checkbox"/>
11 Street address (including room or suite no.) 2239 N. Sample Avenue	13 State or province MN	
12 City or town Wakefield	14 Country and ZIP or foreign postal code 55124 ZIP Ext.	
15 Name of person to contact Creator by Nature	16 Contact telephone number 551-551-5567	
17 Reserved		
18 Total number of Forms 1095-C submitted with this transmittal ► 2		
19 Is this the authoritative transmittal for this ALE Member? If "Yes," check the box and continue. If "No," see instructions <input checked="" type="checkbox"/>		

**Part II ALE Member Information**

For Official Use Only

Override

- After making your changes, close the window or tab, to return to the screen you were on when you clicked on your Company Name (#6, above). If you need to make changes to Employees (1095s), click on "1095s" within the "Batch Options" box.

Select a Plan... Go Katie Dolney

Home > Batch ACA-C - 2015 > CorrectionFileFul

Batch: ACA-C	Count: 1	1095 Cnt: 2
Year: 2015	Error:	Lock:
Batch Name: CorrectionFile...	E-File: <input checked="" type="checkbox"/> 06/01/2016	Fulfillment: <input checked="" type="checkbox"/> 06/01/2016
Batch ID: 105701	Print: <input checked="" type="checkbox"/> 06/02/2016	Complete: <input type="checkbox"/>

Add Companies

This batch is in Correction Mode.

Batch Options

Edit Filenames: [Level 1](#) | [Level 2](#) | [Level 3](#)

Corrections: [1094s](#) | [1095s](#) | [Currently Selected](#)

[Check E-File Errors](#)

Company Name	EIN	Company ID	1095 Cnt	Error	E-File
ACA-C Correction Tool Company Manual One	63-7746564	Cor456	2		

9. Check the box(es) next to the Employee(s) you are needing to correct, then click on “Enable Correction”.

Home > Batch ACA-C - 2015 > CorrectionFileFul

Batch: ACA-C Count: 1 1095 Cnt: 2  
 Year: 2015 Error: Lock:   
 Batch Name: CorrectionFile... E-File: ☒ 06/01/2016 Fulfillment: ☒ 06/01/2016  
 Batch ID: 105701 Print: ☒ 06/02/2016 Complete: ☐

Batch Options  
 Edit Filenames: [Level 1](#) | [Level 2](#) | [Level 3](#)  
 Corrections: [1094s](#) | [1095s](#) | [Currently Selected](#)

Add Companies

Correct 1095s

<input type="checkbox"/>	Company	EIN	Company ID	Last	First	SSN	DOB
<input checked="" type="checkbox"/>	ACA-C Correction Tool Cor	63-7746564	Cor456	Employee	Sample	228-22-8228	
<input type="checkbox"/>	ACA-C Correction Tool Cor	63-7746564	Cor456	Woman	Super	113-11-3113	

Enable Correction Cancel Current View Total: 2 / Number Selected: 1 Export current view to CSV

10. Click on your Company Name and when the new window or tab opens (as described in #7, above), choose your Employee(s) from the drop-down list to edit.

Form **1094-C**

Department of the Treasury  
Internal Revenue Service

**Transmittal of Employer-Provided Health Insurance Offer and Coverage Information Returns**

Information about Form 1094-C and its separate instructions is at [www.irs.gov/1094c](http://www.irs.gov/1094c).

☒ CORRECTED

120116  
OMB No. 1545-2251

**2015**
**Part I Applicable Large Employer Member (ALE Member)**

1 Name of ALE Member (Employer)

ACA-C Correction Tool Company Manu

2 Employer identification number (EIN)

63-7746564

Check if foreign ☐

3 Street address (including room or suite no.)

2234 S. Sample Avenue

Suite 202

4 City or town

Wakefield

5 State or province

MN

6 Country and ZIP or foreign postal code

55123

ZIP Ext

11. Once viewing your Employee's form, the fields will be editable. Make your changes and close out of the window or tab when done. Note: if you attempt to edit an Employee's form that was not selected in the batch to be corrected, you will need to return to the batch and select him/her before you may edit (see second screenshot, below).

This form is part of a locked batch and is marked for corrections.

1094-C  
Employee, Sample

Page 1

Please check the Self-Insured Coverage checkbox before adding more pages of dependents.

This form is part of a locked batch and is marked for corrections.

Check if corrected information is being sent to EE ☐

**Form 1095-C** **Employer-Provided Health Insurance Offer and Coverage**  
Department of the Treasury Internal Revenue Service  
Information about Form 1095-C and its separate instructions is at [www.irs.gov/1095c](http://www.irs.gov/1095c).

OMB No. 1545-2251  
CORRECTED  
2015

**Part I Employee** Check if foreign ☐

1 Name of employee: Sample Middle Name Employee  
2 Social security number (SSN): 228-22-8228  
3 Street address (including apartment no.): 333 S. Third St  
4 City or town: Sample City  
5 State or province: UT  
6 Country and ZIP or foreign postal code: 34532  
7 Name of employer: ACA-C Correction Tool  
8 Employer identification number (EIN): 63-7746564  
9 Street address (including room or suite no.): 2234 S. Sample Avenue Suite 202  
10 Contact telephone number: 551-551-5512  
11 City or town: Wakefield  
12 State or province: MN  
13 Country and ZIP or foreign postal code: 55123

**Part II Employee Offer and Coverage**

Plan Start Month (Enter 2-digit number): 10

	All 12 Months	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
14 Offer of Coverage (enter required code)	1A												
15 Employee Share of Lowest Cost Monthly Premium, for Self-Only Minimum Value Coverage	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
16 Applicable Section 4980H Safe Harbor (enter code, if applicable)	2B												

**Part III Covered Individuals**  
If Employer provided self-insured coverage, check the box and enter the information for each covered individual. ☐ Delete All Covered Individuals

1a Name of covered individual(s)  
1b SSN  
1c DOB (if SSN is not available)  
1d Covered all 12 months  
1e Months of Coverage

This form is part of a locked batch. No changes can be made.

1094-C  
Woman, Super

Page 1  
Page 2

This form is part of a locked batch. No changes can be made.

Check if corrected information is being sent to EE ☐

**Form 1095-C** **Employer-Provided Health Insurance Offer and Coverage**  
Department of the Treasury Internal Revenue Service  
Information about Form 1095-C and its separate instructions is at [www.irs.gov/1095c](http://www.irs.gov/1095c).

OMB No. 1545-2251  
CORRECTED  
2015

**Part I Employee** Check if foreign ☒

1 Name of employee: Super Woman  
2 Social security number (SSN): 113-11-3113  
3 Street address (including apartment no.): 3434 S Foreign Blvd  
4 City or town: Foreign City  
5 State or province: Province  
6 Country and ZIP or foreign postal code: SG23 243  
7 Name of employer: ACA-C Correction Tool  
8 Employer identification number (EIN): 63-7746564  
9 Street address (including room or suite no.): 2234 S. Sample Avenue Suite 202  
10 Contact telephone number: 551-551-5512  
11 City or town: Wakefield  
12 State or province: MN  
13 Country and ZIP or foreign postal code: 55123

**Part II Employee Offer and Coverage**

Plan Start Month (Enter 2-digit number): 09

	All 12 Months	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
14 Offer of Coverage (enter required code)	1A												
15 Employee Share of Lowest Cost Monthly Premium, for Self-Only Minimum Value Coverage	\$3.00	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$

12. After completing your changes, run edit checks within your batch by clicking on the red x in the "Error" column. Note: "warning" edit checks will allow your batch to be locked/submitted for e-filing or fulfillment.

Wolters Kluwer

ACA Edit Checks - Mozilla Firefox

Home > Batch ACA-C-2015

Batch: ACA-C  
Year: 2015  
Batch Name: Corrected  
Batch ID: 105703

Add Companies

Company Name  
Company Name  
ACA-C Correction Tool

Company: ACA-C Correction Tool Company Manual One  
Year: 2015  
Plan: C  
Edit Check: Company

ACA-C Correction Tool Company Manual One  
Total forms with errors: 0

1094

Edit Test FW-307:  
--> Warning: Signers Title is missing.  
Edit Test FW-309:  
--> Warning: Signature Date is missing.

1095s

Woman, Super

Edit Test FW-354:  
--> Warning: Lines 14, 15 and 16 should have data completed for All 12 Months OR individual months, not both.  
Edit Test FW-355:  
--> Warning: If Lines 14, 15 and 16 all contain the same codes and minimum value of coverage, then complete All 12 Months instead.

13. Click on either the green check mark (or red check mark, depending on the status from your original batch) to submit your correction for e-filing and/or fulfillment.

Home > Batch ACA-C - 2015 > CorrectionEfileFul

Batch:	ACA-C	Count:	1	1095 Cnt:	2
Year:	2015	Error:		Lock:	
Batch Name:	CorrectionEfile...	E-File:	<input checked="" type="checkbox"/> 06/01/2016	Fulfillment:	<input checked="" type="checkbox"/> 06/01/2016
Batch ID:	105701	Print:	<input checked="" type="checkbox"/> 06/02/2016	Complete:	<input type="checkbox"/>

Add Companies

This batch is in Correction Mode.

Batch Options

Edit Filenames: [Level 1](#) | [Level 2](#) | [Level 3](#)

Corrections: [1094s](#) | [1095s](#) | [Currently Selected](#)

[Check E-File Errors](#)

<input type="checkbox"/>	Company Name	EIN	Company ID	1095 Cnt	Error	E-File
<input checked="" type="checkbox"/>	ACA-C Correction Tool Company Manual One	63-7746564	Cor456	2		

14. Check the box(es) next to the option(s) you would like to select for your correction to be processed and click on "Next".

Home > Batch ACA-C - 2015 > CorrectionEfileFul

Batch:	ACA-C	Count:	1	1095 Cnt:	2
Year:	2015	Error:		Lock:	
Batch Name:	CorrectionEfile...	E-File:	<input checked="" type="checkbox"/> 06/01/2016	Fulfillment:	<input checked="" type="checkbox"/> 06/01/2016
Batch ID:	105701	Print:	<input checked="" type="checkbox"/> 06/02/2016	Complete:	<input type="checkbox"/>

Add Companies

This batch is in Correction Mode.

Batch Options

Edit Filenames: [Level 1](#) | [Level 2](#) | [Level 3](#)

Corrections: [1094s](#) | [1095s](#) | [Currently Selected](#)

[Check E-File Errors](#)

<input type="checkbox"/>	Company Name	EIN	Company ID	1095 Cnt	Error	E-File
<input checked="" type="checkbox"/>	ACA-C Correction Tool Company Manual One	63-7746564	Cor456	2		

**E-File & Fulfillment: CorrectionEfileFul**

E-File: ☒ Submit E-File Correction (Previously **Completed** on 06/01/2016 at 16:46:02)

Fulfillment: ☒ Submit Fulfillment Correction (Previously **Completed** on 06/01/2016 at 16:46:02)

Prices will be shown on a subsequent confirmation screen.

15. A screen will display with the total charges for your batch. Click on "Submit". Your batch has now been submitted to ftwilliam.com for e-filing and/or fulfillment of your correction(s), depending on which option(s) you selected for your batch.



ctionEfile...

01

E-File: ☒ 06/01/2016 Fulfillment: ☒ 06/01/2016

Print: ☒ 06/02/2016 Complete: ☐

Corrections: 1094s | 1095s

[Check E-File Errors](#)

ne

ction Tool Compan

E-File & Fulfillment: **CorrectionEfileFul**

**Selected:** E-File, Fulfillment

**CorrectionEfileFul:** \$15.33 (1 Domestic Employees, 1 Foreign Employees)

**Total Cost:** \$15.33

Once you click on the submit button below your account will be charged \$15.33 (plus applicable sales & use tax) and we will immediately begin fulfilling your request. As a result, ftwilliam.com/CCH INCORPORATED will incur substantial costs for postage and handling.

THEREFORE, THE CHARGES TO YOUR ACCOUNT ARE FINAL AND NO CREDITS OR REFUNDS CAN BE GIVEN.

FAILURE TO PAY THE ABOVE CHARGES MAY RESULT IN INACTIVATION OF YOUR ACCOUNT. BY CLICKING ON THE LINK BELOW YOU HEREBY AGREE TO THE FOLLOWING:

Submit

Cancel

16. Questions? For assistance, please contact [support@ftwilliam.com](mailto:support@ftwilliam.com) or 800-596-0714.