

Creating the 1094-C

From **Maintenance > ACA 1094 YTD Data**, complete the following and Save.

Maintenance > ACA 1094 YTD Data

Save

Calendar Year: 2020 Retrieve

1094-C 1094-C Hist

Delete

ALE Member Information ALE Member Information - Monthly Other ALE Members of Aggregated ALE Group

Is this the authoritative transmittal for this ALE Member?

ALE Member Information

Total number of Forms 1095-C filed by and/or on behalf of ALE Member 84

Member of an Aggregated ALE Group

Certifications of Eligibility(select all that apply)

A. Qualifying Offer Method B. Reserved C. Reserved D. 98% Offer Method

ALE Member tab:

- Select box to indicate this is the authoritative transmittal for this ALE Member.
- **Note: Only one authoritative transmittal should be filed for each employer.**

ALE Member Information box

In the Total number of Forms 1095-C filed by and/or on behalf of ALE Member field, type the employer's total number of filed Forms 1095-C. You can run verify the number of records by running the **Reports > HR Reports > Payroll Information Reports > HRS6720 - ACA 1095 YTD Report**.

Under Certifications of Eligibility, select all of the applicable codes:

- **Qualifying Offer Method** - Qualifying Offer applies if ALE made Minimum Value offer to at least one FT employee for all months full time, plus offered Minimum Essential Coverage to spouse and dependents costing no more than 9.5% of federal poverty level.

- **98% Offer Method** – ALE offers affordable/MV coverage for all months to at least 98% of employees for whom a 1095-C is filed (enrolled FT and PT employees).

ALE Member Information – Monthly tab

Maintenance > ACA 1094 YTD Data SessionTimer: 58 min and 29 sec

Save

Calendar Year: **Retrieve**

1094-C **1094-C Hist**

Delete

ALE Member Information | **ALE Member Information - Monthly** | Other ALE Members of Aggregated ALE Group

	Minimum Essential Coverage Offer Indicator		Full-Time Employee Count for ALE Member	Total Employee Count for ALE Member	Aggregated Group Indicator	Reserved
	Yes	No				
All 12 Months	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	0	<input type="checkbox"/>	
Jan	<input type="checkbox"/>	<input type="checkbox"/>	81	84	<input type="checkbox"/>	
Feb	<input type="checkbox"/>	<input type="checkbox"/>	80	84	<input type="checkbox"/>	
Mar	<input type="checkbox"/>	<input type="checkbox"/>	81	84	<input type="checkbox"/>	
Apr	<input type="checkbox"/>	<input type="checkbox"/>	81	84	<input type="checkbox"/>	
May	<input type="checkbox"/>	<input type="checkbox"/>	81	84	<input type="checkbox"/>	
Jun	<input type="checkbox"/>	<input type="checkbox"/>	81	81	<input type="checkbox"/>	
Jul	<input type="checkbox"/>	<input type="checkbox"/>	81	81	<input type="checkbox"/>	
Aug	<input type="checkbox"/>	<input type="checkbox"/>	79	82	<input type="checkbox"/>	
Sep	<input type="checkbox"/>	<input type="checkbox"/>	79	82	<input type="checkbox"/>	
Oct	<input type="checkbox"/>	<input type="checkbox"/>	79	82	<input type="checkbox"/>	
Nov	<input type="checkbox"/>	<input type="checkbox"/>	79	82	<input type="checkbox"/>	
Dec	<input type="checkbox"/>	<input type="checkbox"/>	79	82	<input type="checkbox"/>	

In the Minimum Essential Coverage Offer Indicator column:

- In the All 12 months field:
 - **Select Yes** if the employer offered the minimum essential coverage to at least 95% of its full-time employees and their dependents for the entire calendar year.
 - Select No if the employer did not offer the minimum essential coverage for all months in the calendar year.
 - If the employer offered the minimum essential coverage only in certain calendar months, select Yes or No for the applicable months.
- In the Full-Time Employee Count for ALE Member column, type the number of full-time employees for each month. If the total number of employees was the same for every month of the calendar year enter that number in the All 12 Months field.
- In the Total Employee Count for ALE member column, type the total number of employees for the ALE member either for All 12 months, or for each individual month.
- Do not check any boxes in the Aggregated Group Indicator column.