



## **Create 1095 (B or C) AIR file**



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**IMPORTANT:** Before proceeding with this step, be sure that the following prerequisites are completed:

- Download the current year schemas from IRS.gov.
- Create folders in My Documents>ACA>Schemas>(current year) and copy the IRS download to this folder. Unzip the file to the (current year) folder. The following folders are created:
  - ACA AIR-IEP ...> ACA AIR...>MSG
  - ACA AIR-IEP ...> ACA AIR...>COMMON
  - ACA AIR-IEP ...> ACA AIR...>EXT

When XML files are created in the steps below, they are saved to the MSG folder.

- If you do not have a copy of the ALTOVA software to validate the XML files, open Notepad++ Plugins>Plugin Manager and install XML Tools.

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## Create the AIR File

Depending on the form type (1095-B or 1095-C), use the [Human Resources > Reports > HR Reports > Quarterly/Annual Reports > 1095-B Forms](#) or [1095-C Forms](#) report to create the Affordable Care Act Information Returns (AIR) file.

Below is an example of creating an AIR file using the 1095-B Forms report.



The ACA AIR Error Report is displayed along with a File Download Success message and two dialog boxes allowing you to save the XML files.

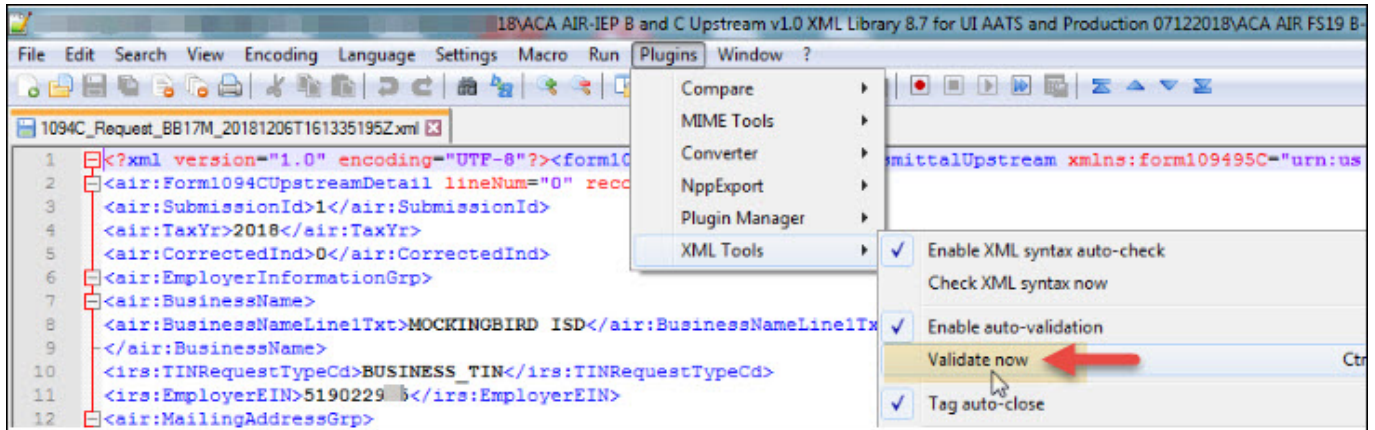
- Save the Manifest file in the current tax year schema MSG folder.

**Note:** All previous and current year Manifest files are saved to the current year schema MSG folder.

- Go to My Documents>ACA>Schemas>(current year)>ACA AIR-IEP...>ACA AIR...>MSG folder to view the XML files.
- Open the 1095-B Manifest XML file with ALTOVA or Notepad++.
- ALTOVA automatically validates when the file opens; however, you can manually validate the file.



❑ Notepad++ automatically validates only the first file that is opened. Each subsequent file needs to be manually validated. See image below.



❑ Close XML file