



Generate the comparison report

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Generate the [Human Resources > Reports > HR Reports > Quarterly/Annual Reports > 1095-B Forms](#) or [1095-C Forms](#) W2/1095 comparison report to verify that applicable employees have a 1095 record.

Verify that each employee with a W-2 for the specified reporting tax year has a 1095 form. Depending on the form type (1095-B or 1095-C), run the HRS5250 - 1095-B Forms or the HRS5255 - 1095-C Forms report. Below is an example of the 1095-B Forms Comparison report.

Generate the report with the following report parameters:

- Set the **Comparison Report (C), 1095-B Forms (1), IRS AIR File (2)** parameter to C.
- Set the **Final Run - Create Historical Record ? (Y/N)** parameter to N.
- In the **Tax Year (####)** parameter, type 2018.
- Select a sort option.
- Indicate if you want to print on both sides of paper.

[Image](#)

Date Run: 12-10-2019 9:56 AM		W-2 1095-B Comparison Report		Program: HRS5250	
Cnty Dist:		ISD		Page: 1 of 4	
Alphabetic Sequence		Tax Year: █			
Emp Nbr	SSN	Employee Name	W-2	1095-B	
000008	***-**-1254	ADELA A AGUILAR	No	Yes	
000009	***-**-7864	ADELINDA AGUILAR	No	Yes	
000013	***-**-8717	ADRIAN AGUILAR	Yes	No	
000014	***-**-0199	ADRIAN A AGUILAR	Yes	No	
000831	***-**-5976	REGULAR A'HOURLY	Yes	No	
000128	***-**-1479	WO-373 A'NONACCRUAL	Yes	No	
000634	***-**-3089	W-373 A'NONACCRUAL JR	Yes	No	
000033	***-**-5807	ALEX R ANTHONY	Yes	No	
000035	***-**-9412	ALEXIS APPLGATE	Yes	No	

LEAs with less than 50 full-time equivalents are required to provide form 1095-B for ALL covered employees and ONLY covered employees, not necessarily everyone who received a W-2. If the employee was not enrolled in the LEA's health insurance, do not complete form 1095-B for the employee.

LEAs with 50 or more full-time equivalents are required to provide form 1095-C for ALL covered employees and for any employee that was full-time for any month of the calendar year, not necessarily everyone who received a W-2. The LEA is not required to provide a 1095 C to part-time employees who are not enrolled in the LEA's insurance plan.