



Correction/Replacement 1094/1095-B - HRS7970

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This utility is used to create a correction or replacement ACA AIR 1094/1095-B .xml file.

Per IRS guidelines, most special characters are removed from the generated ACA AIR files.

[Allowed characters](#)

The following characters are allowed in the **Name** fields:

a-z
A-Z
hyphen
single space

The following characters are allowed in the **Business** Name fields:

0-9
a-z
A-Z
apostrophe
hyphen
parentheses
single space

The following characters are allowed in the **Address** fields:

0-9
a-z
A-Z
hyphen
single space

Create a correction/replacement file:

Field	Description
Payment Year	Type the ACA payment year in the YYYY format. The field defaults to the most recent ACA payment year.

Field	Description
File Name	<p>Type a file name, and click Retrieve.</p> <p>If the file name is not known, click Directory. The ACA File Run Directory dialog box is displayed. Click Search to display all available files. You can narrow your search results by entering the following search criteria:</p> <p>In the Payment Year field, type the ACA payment year in the YYYY format. In the File Name field, type the ACA AIR file name. Select Original ('O') to include original files in the search. Select Correction ('C') to include correction files in the search. Select Replacement ('R') to include replacement files in the search. The Run Type field is set to B for ACA 1094/1095 - B files. Click Search. A list of data that matches the search criteria is displayed. Select a file from the list. The file records are populated under 1095 Record Details.</p> <p>Click Cancel to close the dialog box.</p>
Receipt ID	Type the receipt ID. This is a required field. The receipt ID is assigned by the IRS.

☐ Click **Replacement** to generate the 1094/1095-B replacement file. The replacement file contains all 1094/1095-B data including any corrections that were made. All LEA employees are included; therefore, it is not necessary to select employees under **1095 Record Details**.

☐ If you are creating a correction file, select the employees to be included under 1095 Record Details, and click **1095 Corrections**. The 1095 correction file only includes selected employee and district information.

Notes:

If you have multiple corrections, you can create and submit multiple 1095 correction files. All corrections do not have to be included in one file.

Per the IRS, 1094 and 1095 correction files must be submitted separately.

If any errors are encountered during the process, an error report is displayed and the file(s) is not generated. [Review the report](#). If there are no errors, a message is displayed indicating that the process was successful.