



Create 1095 (B or C) AIR file

Table of Contents

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.



If any errors occur, the ACA AIR Error Report report is displayed. Correct any errors and generate the file again. The following message is displayed:



Click **OK** to close the message box.

Note: You must create and submit a successful test file to the IRS prior to submitting the final file. For specific details about test files, refer to the IRS AIR Homepage link in the IRS ACA Helpful Links section of this document.



Back Cover