



Create 1095 (B or C) AIR file

Table of Contents

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.

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.

Edith, not sure if the following is still valid? I didn't see it in the notes.

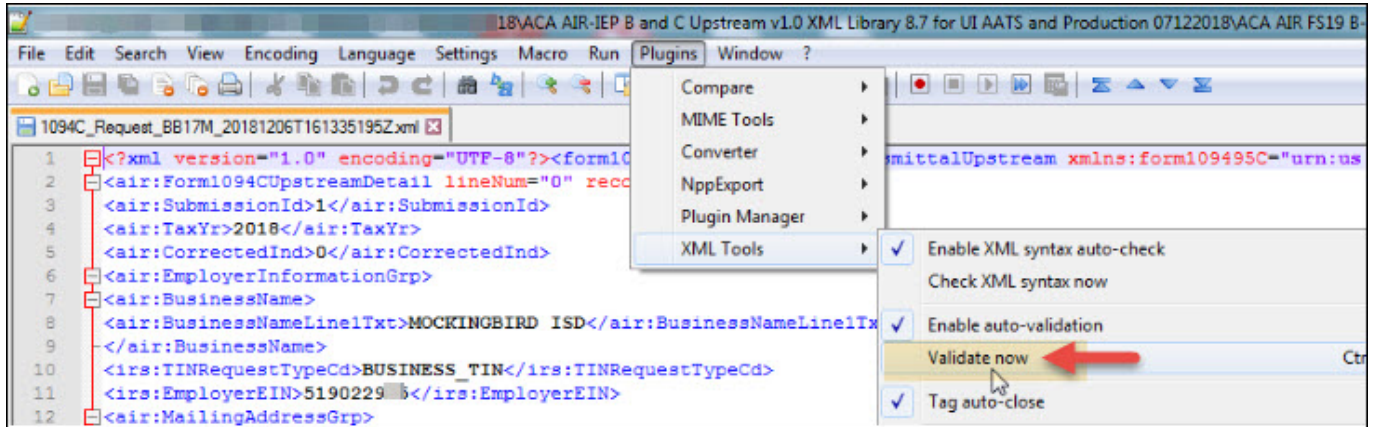
****You must create and submit a successful test file to the IRS prior to submitting the final file. For specific details about test files, refer to the IRS AIR Homepage link in the IRS ACA Helpful Links section of this document.**

- 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



Back Cover