



Finalize the 1095 data and print forms

Table of Contents

After all 1095 data is accurate, generate the [Human Resources > Reports > HR Reports > Quarterly/Annual Reports > 1095-B Forms](#) or [1095-C Forms](#) report to finalize and print 1095 forms.

Generate the report with the following report parameters:

- Set the **Comparison Report (C), 1095-B Forms (1), IRS AIR File (2)** parameter to 1.
- Set the **Final Run - Create Historical Record? (Y/N)** parameter to Y.
- In the **Tax Year (####)** parameter, type 2018.
- Select whether or not to mask the social security number. The full social security number is not required on the employee's copy.
- Select a sort option.
- Indicate if you want to print on both sides of paper.

[Generate the report.](#)

[Image](#)





Back Cover