



1094c

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This page allows you to manually input and track Applicable Large Employers (ALE) member information data for Form 1094-C (Transmittal of Employer-Provided Health Insurance Offer and Coverage Information Returns) reporting purposes. The Form 1094-C must be filed when an employer files one or more Forms 1095-C. For specific information about Form 1094-C, click [here](#) and refer to the Instructions for Form 1094-C.

The page consists of the following three tabs:

- ALE Member Information
- ALE Member Information - Monthly
- Other ALE Members of Aggregated ALE Group

Enter 1094-C data:

Click the ALE Member Information tab:

Field	Description
Calendar Year	Populated with the current calendar year; however, you can enter a different year. The year must be greater than or equal to 2015.

Click **Retrieve** to retrieve the employer's record.

Total number of Forms 1095-C submitted with this transmittal	Type the total number of 1095-C forms to be submitted with the transmittal form.
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Select Is this the authoritative transmittal for this ALE Member? Select to designate the Form 1094-C transmittal as the authoritative transmittal that reports the employer's aggregate employer-level data.

Note: Only one authoritative transmittal should be filed for each employer. |

Under **ALE Member Information**, select the applicable fields:

Total number of Forms 1095-C filed by and/or on behalf of ALE Member	Type the employer's total number of filed Forms 1095-C. You can run verify the number of records by running the Reports > HR Reports > Payroll Information Reports > HRS6720 - ACA 1095 YTD Report.
Member of an Aggregated ALE Group	Select if the employer was a member of an Aggregated ALE Group during any month during the calendar year.

Under **Certifications of Eligibility**, select all of the applicable codes:

A. Qualifying Offer Method

B. Qualifying Offer Method Transition Relief


Form revision per 2016 IRS guidelines, effective for the 2016 tax year: **B. Reserved and disabled** (default is N for the 2016 tax year)

C. Section 4980H Transition Relief

D. 98% Offer Method

Note: If **C** is selected, the **Section 4980H Transition Relief Indicator** column is enabled on the ALE Member Information - Monthly tab.

Other functions and features:

 Delete a row. Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.



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