Affordable Care Act
1095-C Year-End Forms

User Guide

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Contents

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1 Getting Started with Year-End Forms

Greenshades' Year-End Forms portal is used to complete the year-end process by uploading data from your accounting software, from Greenshades' Benefits or Dynamics Payroll Inspector software, or an Excel spreadsheet. This powerful tool allows you to upload data from multiple databases and store them individually as "formsets." You can have multiple form types (W-2s, 1099-MISC, 1095-Cs, etc.) stored as individual formsets within your company's own Year-End Forms workspace.

This guide will help familiarize you with uploading 1095-Cs to Year-End Forms and using the Year-End Forms process to save time and money for your company.
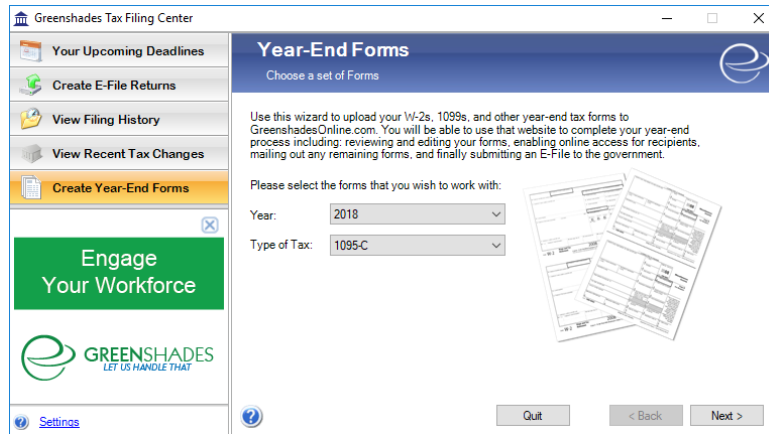
1.1   Uploading Forms

### 1.1.1   Uploading from Greenshades Tax Filing Center
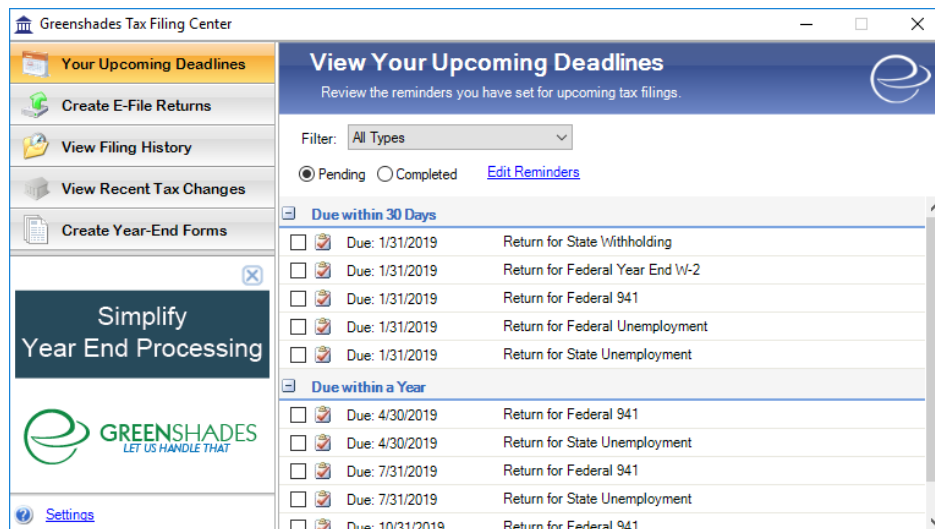
If you already have the Greenshades Tax Filing Center installed and are tracking your ACA data in GP or in the Dynamics Payroll Inspector, you may select 'Create Year-End Forms'. This will begin the Year-End Forms wizard.

The Year-End Forms wizard will request the reporting year and form type to be uploaded. Once you have selected 1095-C, click 'Next'.
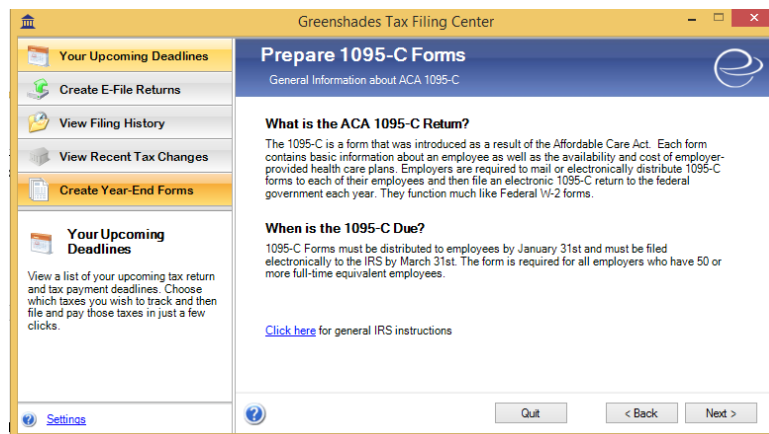
If you have already imported forms into Year-End Forms, you will be given the option to merge these forms into that workspace or add these forms to a new workspace.
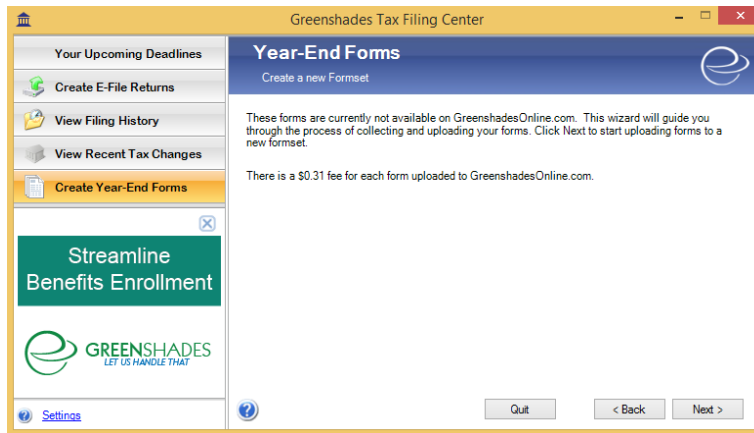

The next step provides a brief summary about the Affordable Care Act. If you have further questions about 1095-Cs, click here for additional information. Click 'Next' to continue.


Select the option to 'Create 1095-C forms with Tax Filing Center'. If you have the Benefits module, you may choose to continue to www.GreenshadesOnline.com to

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upload your forms directly from Benefits. You will not see this screen unless you own the Benefits Self-Service module.
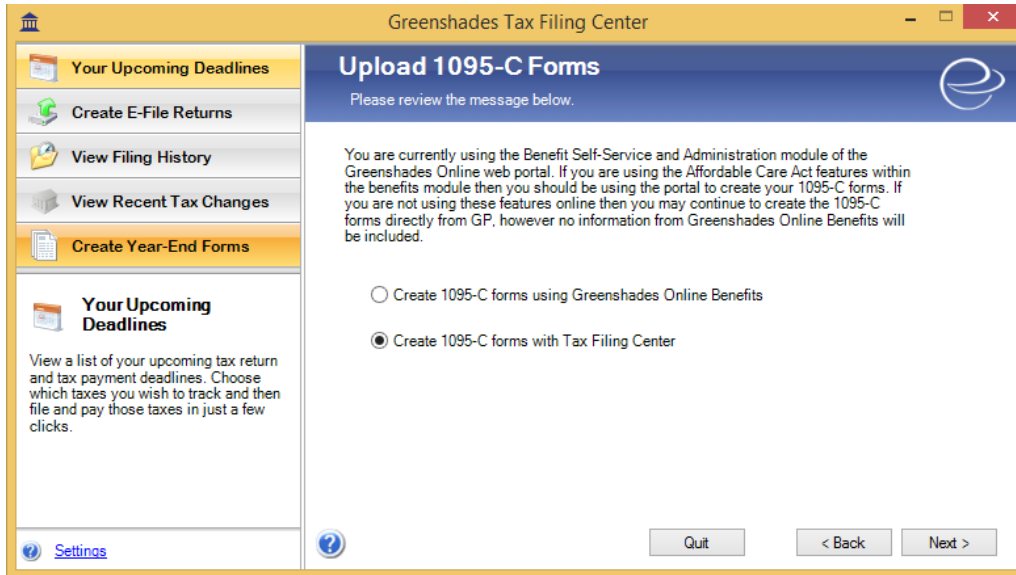

When the forms are uploaded, you will receive an email confirmation. Click 'Next' to continue.

Once your forms have been uploaded, you will need to grant administrator access to those forms. Check the checkbox in the 'Authorized' column next to each administrator who should have access to those forms. If an administrator needs to be added to this list, click the 'Add New Contact' link. If an existing administrator needs to reset their password, click the 'Reset Password' link to do so.
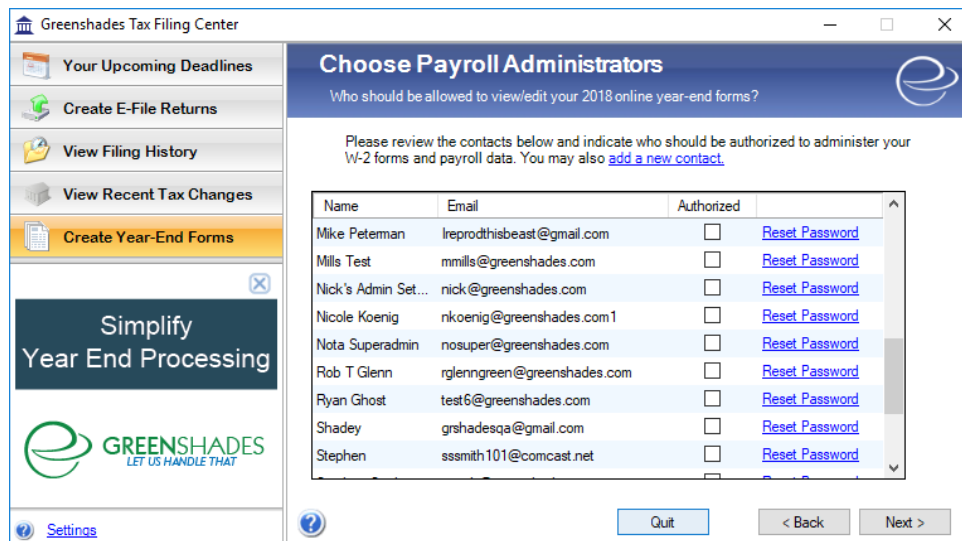
After your administrator access has been set up, click 'Next' to continue.
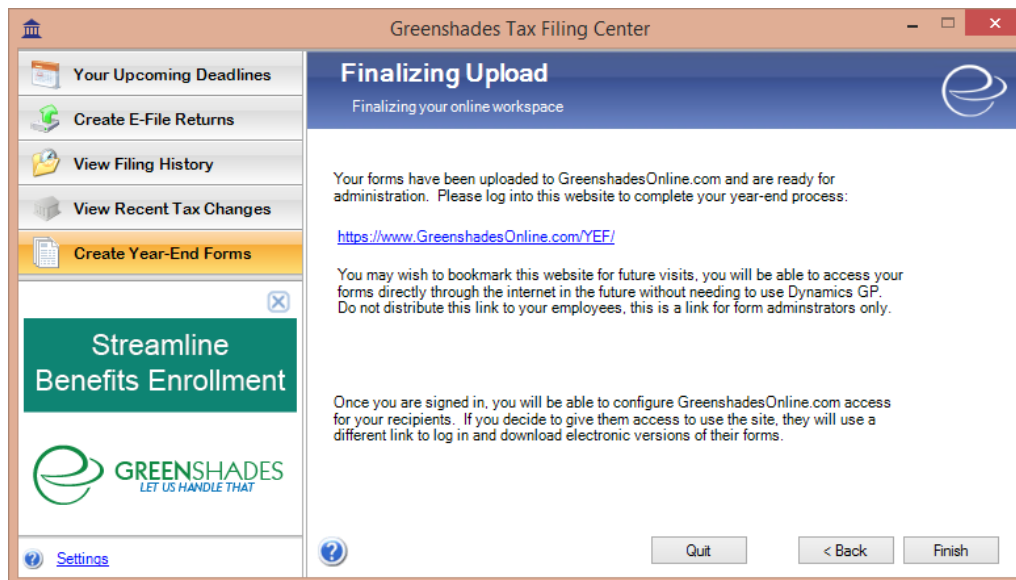
Your Year-End Forms are now ready. Click the link provided on this page to direct you to the Year-End Forms portal. You may now click the 'Finish' button to close the Year-End Forms wizard.

1.1.2   Upload using Microsoft Excel

If you do not have the Dynamics Payroll Inspector product or the Greenshades Benefits module, you may upload your forms through a Microsoft Excel format (.xls or.xlsx format). To use this method, download and complete the Microsoft Excel template file tailored to the type of form you want to upload.

*Click here to download a Microsoft Excel template file (https://www.downloadmyform.com/ImportTemplates/2022/1095C.xls)

Enter your data into the Excel template you have downloaded. Make sure that you do not modify the columns, column headers, or formatting, as this may render the format incompatible for importing your data into the website and cause an error. Once you have populated the Excel template with your employee/form data, navigate to the Year-End Forms import wizard by:

1. Logging into your GreenshadesOnline.com account
2. Click on the 'Year-End Forms' tab within top navigation
3. Click the 'Click here to import new tax forms into Year-End Forms' link centered at the top of the page

You will now begin the importing process. Year-End Forms will first gather information about your company. If you have previously uploaded to Year-End Forms, you may use your existing company information by selecting your company from the drop-down list.

If you would like to set up a new company, click the 'Add New Company' button, complete the required information for you company, and click 'Save Company'. All bolded fields are required.

This functionality will allow you to add new companies ahead of importing, if needed.

Once you have selected a company to work with, you will select the Year and Form Type for which you want to import. If you are using a company with existing forms, you will be presented with options to either 'Replace' the existing formset or 'Append' (add to) the existing formset.

Next, upload your completed Microsoft Excel template file. Click the 'Browse' button, locate your completed Excel file for import, and click 'OK'. Then click the 'Continue' button.
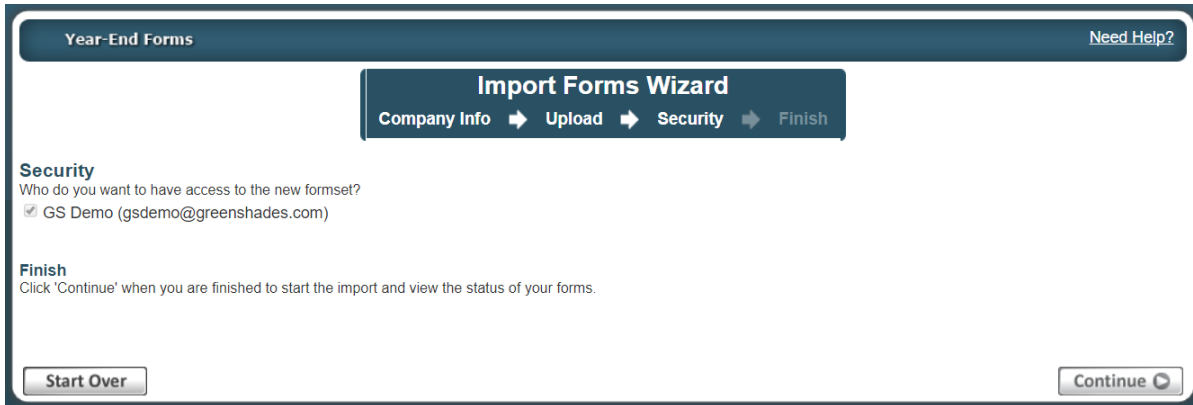
You may choose to skip the upload and fill in forms manually using Year-End Forms by checking the checkbox (as seen above), however for this guide we will continue with the uploading method.

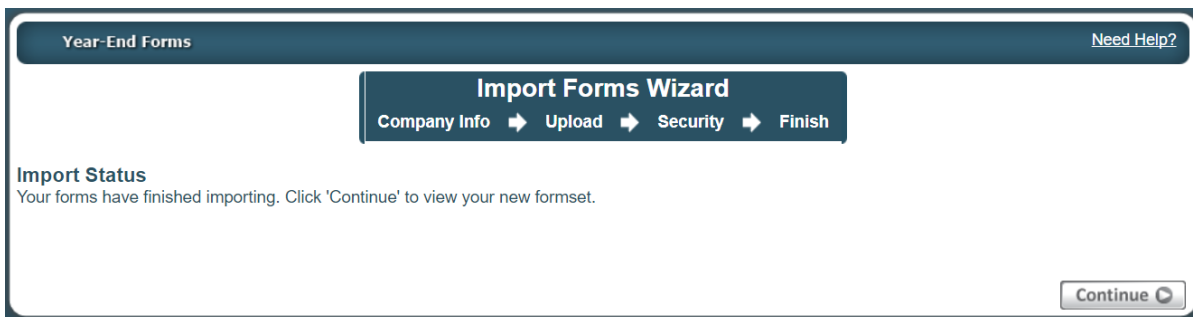Next, you will be presented with the option to grant access to administrators within your company to the forms. If you do not already see their name and email address listed, you may add them at a later time. Any administrators selected on this page will be set as Super Administrators. Later in this guide, you walk through how to set limited access administrators for W-2 and 1095-C workspaces.

Once you've selected your administrators, click 'Continue'. Year-End Forms will begin to import your forms. It may take some time to import your data and create the formset based on the size of your excel file and your position the queue.

If you remain on the current screen, you will be provided with a 'Continue' button when your forms have imported successfully. This will open the Welcome Wizard for your new 1095-C formset.

If you leave the import screen, your new formset will appear on your workspace homepage and will be listed as 'New' when it has completed and succesfully imported. When you are ready, select the formset and complete the welcome wizard as described in section 1.2 below.

1.1.3 Uploading from GreenshadesOnline Benefits Module

If you have the Greenshades Online Benefits Module, you can upload your 1095-C forms directly from the Greenshades Online Benefits module.

GreenshadesOnline → Employees → Benefits → ACA Dashboard → Create 1095-Cs

1.1.4 Uploading from Greenshades Online Connector

If you are tracking ACA information in GP or the Dynamics Payroll Inspector and have the Greenshades Online Connector installed, but do not have the Benefits module, you may import your data using the Greenshades Online Connector.
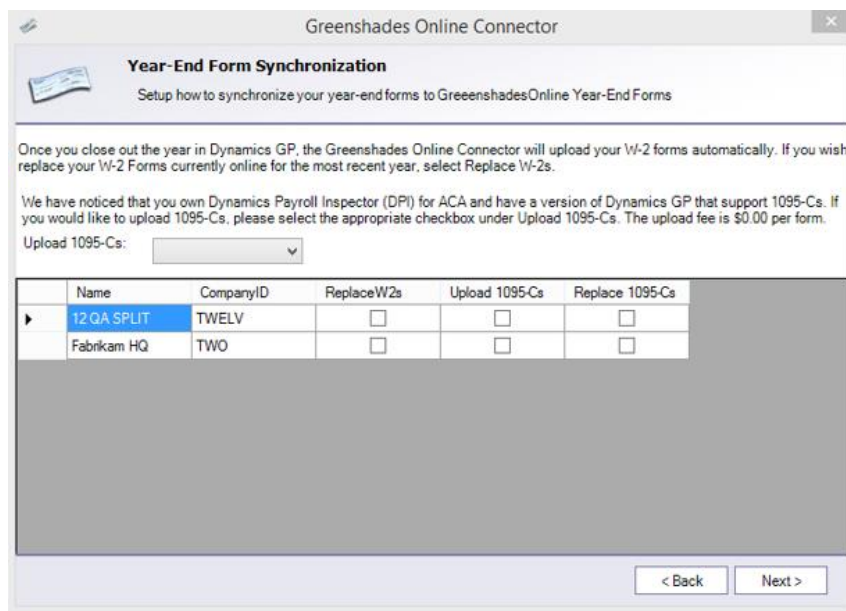
1.2   Configuring a New Formset

Once your 1095-C form information has been successfully imported into a new formset on Year-End Forms, any authorized administrator can start completing the year-end forms process.

The first time that you log into the new formset on Year-End Forms, you will be presented with a welcome wizard, which will walk you through some setup steps for your 1095-C formset. The steps for the welcome wizard are explained below.

1.2.1   Company Information

For the first step of the welcome wizard, you must verify the basic company information and designate a billing contact. This page will ask you for your Official Company Name, EIN, and a billing contact. If the billing contact drop down list does not contain the person you wish to designate, select "[Add a New Contact]" to enter the correct contact's information. This will be the point of contact regarding billable services on Year-End Forms, including:

- Form Uploads
- Mailing fees for the Greenshades Mail Service, including preference charges, additional pages, and foreign postage
- Federal E-Filing Services
- Form CD orders

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1.2.2   Transition Relief

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1.2.2.1   Plan Start Date

The Plan Start Date is required and will be applied to all forms. You may edit the Plan Start Date per employee form, if needed. If there was no health plan under which coverage was offered to employees in the 2018 year, check the box to the right of the start date field to report "00" on your forms.

1.2.2.2   Transition Relief method

If eligible, select all transition relief options that apply. These selections will correlate directly to the data on the 1094-C transmittal form.

1.2.3 Aggregated ALE Group

Select 'Yes' if you are a member of an Aggregated ALE Group.

Your company may be considered a member of an Aggregated ALE Group if it is under a common control with a group of corporations, partnerships, proprietorships, affiliates, service organizations, etc. as defined by the IRS code 26 U.S. Code § 414. The collective group of employees from all companies within the aggregated ALE group are included in determining the ALE (Applicable Large Employer) status for all members of the aggregated ALE group. An employee's collective hours and wages from all companies within the aggregated ALE group are used in determining eligibility and affordability for coverage. An employee's health coverage offerings from all companies within the aggregated ALE group are used to

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determine if the minimum coverage requirements are met. The employer is responsible for reporting coverage is determined by the employee's hours worked at each company per month.

If you have included or set up the Aggregated ALE Group member information in the excel template, Dynamics Payroll Inspector, or Greenshades Benefits module, it will be included on import.

It is important to note that any company added, edited, or removed as a member within the welcome wizard will not update or recalculate the aggregated employee data imported for your employee's 1095-C forms.

1.2.4 Self-Insured Indicator

When importing using the excel template, you can mark each employee with TRUE/FALSE in the 'Self-InsuredCoverage' column to indicate if they were offered self-insured health coverage. If plans were designated as self-insured through Dynamics Payroll Inspector or the Benefits module, the by-employee indication will be passed as well and 'Indicated Individually through Import' will be selected. You may also use this setting to bulk edit all forms to 'Yes' or 'No' for self-insured coverage.

1.2.5 Contact Information

The contact information provided should reflect the company's ACA contact in the event that an employee has questions regarding the information reported on their 1095-C form. This may differ from your formset administrator or billing contact.

If you are a Designated Governmental Entity, select 'Yes' and enter the information below.

1.2.6 Employee Count

The Employee Count should include full-time, non-full-time, and full-time equivalent employees for each month.

A consistent day should be selected from the drop-down list to designate the day of the month you calculated employee totals on. Dynamics Payroll Inspector and the Benefits module will pass these totals to the Year-End Forms formset upon import.
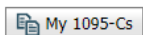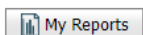
2 Completing Formset Tasks

Now that the 1095-Cs are imported and the Welcome Wizard is complete, you will be able to complete the task-driven checklist. You will see each task checked-off as it is completed.

Welcome to Year-End Forms

You can view your forms and reports below as well as a checklist which will guide you through the year-end forms process.

🖺 My 1095-Cs   View, Edit, and Print individual 1095-C Forms

📊 My Reports   View Reports on User Activity and Overall Form Information

Year-End Forms Checklist:

1. **Complete Company Setup**
COMPLETED ON (internal; never)   used the welcome wizard to configure Year-End Forms on (internal; never).

2. **Duplicate Employees**
COMPLETE   There were no Duplicate Employee forms found.

3. **Employee Identity Verification**
DUE NOW   There is 1 identity that needs to be verified.

4. **Resolve Warnings with your Forms**
DUE NOW   There are currently 3 warnings with your forms, 2 of which are considered high severity warnings.

5. **Verify 1095-C Form Totals**
DUE NOW   You have loaded 1 form.

6. **Manage Employee Access**
DUE NOW   Allow your employees to view their 1095-Cs online at GreenEmployee.com

7. **Email Employees with links to 1095-C Forms**
COMPLETE   0 employees have email addresses.

8. **You have distributed 1095-Cs to your Employees**
DEPENDS ON METHOD   You do not need to distribute any more forms.

    1 employee consented to receive their form online-only, 0 employees first received or will receive their form through our Print and Mail Service, and 0 employees first received their paper form from you.

    8a. **Ask us to Mail Additional 1095-Cs**

    OR

    8b. **Distribute Additional 1095-Cs Yourself**
    You may download and print the remaning 1095-Cs and mail them or hand them out to your employees by 3/4/2019.

9. **E-File US 1095-C Return**
DUE BY 4/1/2019   You must E-File your US 1095-C return by 4/1/2019.

2.1   Complete Company Setup

The Complete Company Setup task is checked off once you complete the Welcome Wizard. If you need to make any changes or updates to the information within the Welcome Wizard, click the 'Complete Company Setup' link to do so.

2.2   Duplicate Employees

The Duplicate Employees task determines if you have duplicate employees found within your formset based on SSN. If no duplicates are found, this task will be automatically checked off. If duplicates are found, you will have the option to Ignore, Combine, View/Fix, or Remove the duplicate entries.

2.2.1   Ignore

Clicking 'Ignore' will remove the warning for the duplicate employees with that SSN. The Ignored entries will be moved to an Ignored grid on the same page in case you would like to address these duplicate entries at a later time. This option will not remove the employee data or either of their 1095-C forms.

2.2.2   Combine

Clicking 'Combine' will allow you to combine the information of the duplicate employees into one of the employee IDs selected in the drop down. The ID selected will retain the employee's information and Lines 14, 15, and 16 will be combined to the benefit of the employer based on built-in logic. Covered Individuals will combine based on the individual's SSN.

Clicking 'Verify Combined Form' will display the new combined form for you to review. You will be unable to combine the forms until you check the 'I have reviewed…' checkbox. Selecting 'Save' will combine the forms.
Warning: This change cannot be undone without replacing the formset.

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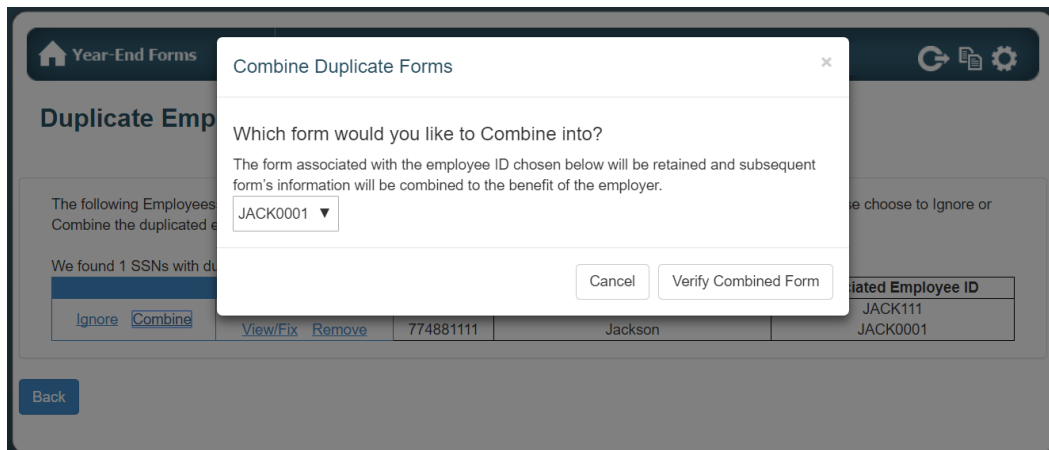
2.2.3 View/Fix

You may quickly edit one of the duplicate 1095-C employee forms by clicking 'View/Fix'.

2.2.4 Remove

If the duplicate should be removed completely from your 1095-C forms, you can use the 'Remove' option.
Warning: This change cannot be undone once removed.

2.3 Employee Identity Verification

Recipient Identity Verification

If you wish, Greenshades Software can verify the identity of your employees against IRS records that match names with identification numbers. Any problem found during this verification will be reported as a new warning with your forms. This service will reduce errors and penalties from submitting forms to the IRS with incorrect employee information.

Identity verification is a completely optional and free service. If you wish to request the verification you may do so by clicking the button below. Depending on the number of employees that you have in this workspace, the verification may take some time to complete.

There is 1 SSN with duplicate form entries that should be addressed prior to validating against SSA records.

Click here to review your duplicate employees

Start Verification

Home

If you choose, Greenshades can verify the identity of your employees against SSA records that match names with identification numbers. Any problem(s) found during this verification will be reported as a new warning with your forms. This service will reduce errors and penalties when submitting forms to the IRS with incorrect employee information.

Identity verification is an optional and free service. If you wish to request the verification you may do so by clicking the 'Start Verification' button. Depending on the number of employees that you have in this formset, the verification may take some time to complete. Your submitted verification batches will be available for review through this page and you may Fix or Ignore any invalid identities returned.

2.4   Resolve Warnings with your Forms

Greenshades will warn you of potential problems with your forms. The potential issue will display the employee's name, details of the warnings, and the severity. You may make changes to the form by clicking the 'Edit' link to the left of the warning.

2.5   Verify 1095-C Totals

Year-End Forms will calculate the totals of your tax forms based on the data that was imported and includes any changes made to the forms prior to verifying said totals. These totals are provided so that you can verify them against your accounting package totals.

Once you have reviewed the totals and verified that they are correct, you can select the checkbox on the 'Verify Totals' page as shown below. Clicking the 'Finish' button will mark the step as complete within the checklist. Any time an action is taken that modifies a total after you have verified it, Year-End Forms will automatically reset the checklist task, verification checkbox, and request that you review and re-verify the totals again.

Totals for 1095-C forms for GS Example Corp 551234567

The following totals were gathered from your 1095-C forms. Please review the totals and verify they are correct.

Employees Loaded 2												

Monthly Coverage Codes	1A	1B	1C	1D	1E	1F	1G	1H	1I	1J	1K
January	0	0	0	0	0	0	0	1	0	0	0
February	0	0	0	0	0	0	0	1	0	0	0
March	0	0	0	0	0	0	0	1	0	0	0
April	0	0	0	0	0	0	0	1	0	0	0
May	0	0	0	0	0	0	0	1	0	0	0
June	0	0	0	0	1	0	0	0	0	0	0
July	0	0	0	0	1	0	0	0	0	0	0
August	0	0	0	0	1	0	0	0	0	0	0
September	0	0	0	0	1	0	0	0	0	0	0
October	0	0	0	0	1	0	0	0	0	0	0
November	0	0	0	0	1	0	0	0	0	0	0
December	0	0	0	0	1	0	0	0	0	0	0

Monthly Safe Harbor Codes	2A	2B	2C	2D	2E	2F	2G	2H	2I
January	1	0	0	0	0	0	0	0	0
February	1	0	0	0	0	0	0	0	0
March	1	0	0	0	0	0	0	0	0
April	1	0	0	0	0	0	0	0	0
May	0	0	0	1	0	0	0	0	0
June	0	0	0	0	0	1	0	0	0
July	0	0	0	0	0	1	0	0	0
August	0	0	0	0	0	1	0	0	0
September	0	0	0	0	0	1	0	0	0
October	0	0	0	0	0	1	0	0	0
November	0	0	0	0	0	1	0	0	0
December	0	0	0	0	0	1	0	0	0

Verify these totals

☐ I have reviewed the totals on this screen and verify that they are correct.

You had previously verified these totals on 1/10/2019 but edited a form on 1/10/2019 that changed the totals and they now must be reverified.

◀ Back   Finish

2.6   Manage Employee Access

You may enable employee electronic access to their 1095-C forms through GreenEmployee. Select 'Yes' under "Should employees be able to view 2015 1095-Cs on GreenEmployee.com?", then click 'Continue'.

Basic Settings

2018 1095-C Access for Greenshades Demo Corp

Status: Your employees can currently access the GreenEmployee.com portal.
Full employee access settings can be managed on the Access Settings page.

Allow employees to view 2018 1095-Cs on GreenEmployee.com
◉ Enable
○ Disable

Verify the settings and additional options. You may provide a tax preparation coupon and choose whether you would like the employee to be able to edit their address, name, or social security number on their form. If you do allow the employees to edit their

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information, it will be approved and automatically updated unless "Approval is required for any employee edits" is selected. After an administrator approves the changes, the employee's information will be updated within the formset and on their form.

2.7 Email Employees with links to 1095-C Forms

If you have imported employee email addresses from GP or through the excel template, you may send an email notification to your employees with a link to the web address to view their 1095-C.

2.8 Distribute any remaining 1095-Cs to your Employees

In this step, you may Download & Print a batch to distribute 1095-Cs yourself, submit a batch to have Greenshades Print & Mail your forms, or Download a batch for your records/request Greenshades to mail you a CD with the PDF copies of your forms.

2.8.1 Ask Us to Mail Remaining 1095-Cs

This option allows you to request Greenshades to Print & Mail the 1095-Cs at a small additional fee. You will be directed to the Mail Service Status Page upon selecting this option, where you can view previously submitted batches or submit a new batch. To create a new Print & Mail request, select 'New Order' at the top of the page.

2.8.1.1 Mail Service Wizard

a) Choose Forms

The first step in the Mail Service Wizard is to select which forms you would like to Greenshades to print and mail.

Form selection options:

- All tax forms in this workspace
    - o Will include all of your employee forms, regardless of prior distribution status or electronic consent designation.
    - o If any forms within the workspace have been edited/corrected and marked as such, you will receive an additional option to indicate if this batch should include the corrected forms or non-corrected forms.
        - ▪ If you require to distribute for both, you will need to submit two different orders.

- All forms that must still be issued
  - o Will include all employee forms that have not already been distributed through Print & Mail, Download & Print, or consented by the employee to receive electronically.
  - o This selection may also include the additional option to designate corrected or non-corrected forms, if applicable.

- Select specific forms by searching for them
  - o Allows the administrator to individually select employees to include in the order.

Choose the Forms to Mail
Use the filters below to indicate which forms you want to mail. Click 'Continue' when done.

Select	SSN	Last Name	First Name	City	State	Zip	Department
Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter
☐	774881111	Jackson					
☑	774881111	Jackson	Howard	Tallahassee	FL	32304	Accounting
☑	774881115	Glass	Mitchell	FAIRVIEW	GA	56913	Accounting
☑	774881119	Grant	Alisa	NEWPORT	AL	78541	Accounting
☑	774881123	Bachman	Scott	CLEVELAND	NJ	62085	Accounting
☑	774881127	Peters	David	CLINTON	OK	70188	Accounting
☑	774881131	Broskle	Chad	BURLINGTON	SD	64037	Accounting
☑	774881135	Wahlberg	Donald	DAYTON	CT	20447	Accounting
☑	774881139	Risner	Tony	WASHINGTON	FL	23185	Accounting
☑	774881143	Rickert	Sally	AUBURN	IN	16831	Accounting

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Rows per page: 10

b) Resolve Warnings

Mail Service Wizard
Choose Forms ➡ Delivery Options ➡ Advanced Options ➡ Review & Mail

Batch Warnings
You have 78 high-severity warnings in this batch of forms that you may wish to fix before continuing with this process. The forms with warnings are shown in the table below. Use the Edit option to address each warning.

If you wish to proceed without fixing the warnings, you must choose to include or exclude these forms below. Click continue when ready to proceed.
◉ Include forms with high-severity warnings
◯ Exclude forms with high-severity warnings

	Form	Warning
Edit	Howard Jackson	Complete Line 15 ONLY if code 1B, 1C, 1D, 1E, 1J, or 1K is entered on Line 14. Please remove Line 15 values for those months in which Line 14 is code 1A, 1F, 1G, 1H, or 1I.
Edit	Howard Jackson	Complete Line 16 ONLY if code 1B, 1C, 1D, or 1E is entered on Line 14. Please remove Line 16 values for those months in which Line 14 is code 1A, 1F, 1G, 1H, 1I, 1J, 1K.
Edit	Howard Jackson	Line 16 code 2A indicates the employee was not employed for a given month, therefore the corresponding month's Line 14 code should not reflect an offer of coverage.Please remove Line 16 values for those months in which Line 14 is code is not 1H.
Edit	Howard Jackson	Line 16 code should be blank when the corresponding Line 14 code is 1A.

Page 1 of 4 (78 items) < [1] 2 3 4 >

If you have any high-severity warnings, you will be prompted to either include or exclude them from the batch when you click 'Continue'. You may edit the forms prior to submitting the batch, or you can exclude them and submit them in a separate batch once edited.

c) Delivery Options

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You may select for Greenshades to print the 1095-Cs and mail them directly to your employees or you can request for them to be printed, sealed, and shipped to your location to distribute.

If you would like Greenshades to print, seal, and ship them to your location, you will select the shipping provider (UPS or FedEx) and your account number through that shipping provider, the delivery timeframe (Overnight, 2nd Day, or Ground Shipping), and the address you would like them sent to. Greenshades print team may reach out to the contact provided if additional information is needed.

d) Review & Mail

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Your Batch is now ready to be submitted. You may review the order details and cost breakdown. To finalize the submission, enter your name within the 'Authorization' field and click 'Mail Forms' at the bottom of the page.

Return to the Mail Service Status page and click 'View Details' next to the batch for more details on your order.

2.8.2   Distribute Remaining/Additional 1095-Cs Yourself

You may create a new PDF batch for self-distribution by clicking the 'New Download Batch' button at the top of the page.

2.8.2.1   Download and Print Wizard
a) Choose Forms
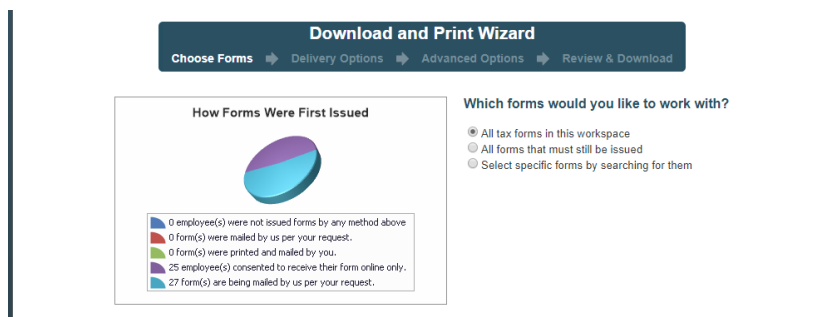
The first step is the same as the Mail Service Wizard and is to select which forms you would like to include in your downloadable PDF batch.

Form selection options:

- All tax forms in this workspace
  - Will include all of your employee forms, regardless of prior distribution status or electronic consent designation.
  - If any forms within the workspace have been edited/corrected and marked as such, you will receive an additional option to indicate if this batch should include the corrected forms or non-corrected forms.
    - If you require to distribute for both, you will need to submit two different orders.

- All forms that must still be issued
  - Will include all employee forms that have not already been distributed through Print & Mail, Download & Print, or consented by the employee to receive electronically.
  - This selection may also include the additional option to designate corrected or non-corrected forms, if applicable.

- Select specific forms by searching for them
  - Allows the administrator to individually select employees to include in the order.

b) Resolve Warnings

If you have any high-severity warnings, you will be prompted to either include or exclude them from the batch when you click 'Continue'. You may edit the forms prior to submitting the batch, or you can exclude them and submit them in a separate batch once edited.

c) Delivery Options

You may select to download a PDF copy of the 1095-C forms into a batch or request Greenshades to create and mail you a CD with the PDF batch on it. You may also choose to order the forms in the batch by Last Name, First Name, City, State, Zip, or Department.

d) Advanced Options

If you would like to purchase the necessary perforated paper and envelopes through Greenshades, you may click the link to navigate to our third-party vendor's website to order directly. The paper and envelope codes are provided as reference for when placing your order.

e) Review & Download

Your Batch is ready to be submitted for processing. You may review the details, name the batch, and type your name to authorize. To finalize the submission, click 'Continue' at the bottom of the page.

If you would like these forms to marked as 'Distributed', check the checkbox for 'Intent to Deliver'.

After clicking 'Continue', you will be redirected to the Self-Distribute Batch Status Page where you can download the batch directly to your machine once the batch is 'Processed'.

If you need to remove a batch or would like to view the details of the batch, click 'More Info'.

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2.9   E-File US 1095-C Return

E-File Your Forms

Use the links below to file these forms electronically with your agency or view historical information regarding one of your past filings.

⚠ **Warning! Warning:** You have employees with invalid social security numbers according to the Social Security Administration SSN Verification Service. Forms with missing or invalid SSNs will result in individual errors when reviewed by the IRS ACA Information Returns (AIR) system. Before you submit, we highly recommend you use our SSN verification service to check your employee SSNs and correct any mismatches. Click here to address this issue before filing these forms.

⚠ **Warning! Warning:** You have 22 high priority warnings in your 1095-Cs. Click here to address the warnings before filing these forms.

	Jurisdiction	Submission Type	Status	ID Number	Due Date	Date Submitted
File Now	United States	Original	Not Filed	123456789	4/1/2019	

You may file your 1095-Cs by clicking on 'File Now'. This will bring you into the E-File Wizard.

If you have not validated employee SSNs through the Identity Verification step, you will receive a warning, as validating SSNs is highly recommended as to ensure SSNs are correct to avoid issues or errors when filing.

An additional warning will display if there are any high priority warnings within the formset that are also recommended to be resolved prior to filing to avoid issues or errors.

2.9.1   Submitter Information

Enter and/or confirm the submitter's contact information for the filing. This step includes entering the Business Name Control for your company's EIN. The Business Name Control is a sequence of characters derived from the taxpayer's name that is used by the IRS in processing the 1095-C/1094-C return being filed.

E-File Wizard

Submitter Information ➡ Review Totals ➡ Submit File

Verify Submitter Information
Take a few seconds and verify the information below.

Contact Name
Enter the name of the employee who should be contacted by the IRS if needed.

GreenshadesQA

Contact Email
Enter the email of the employee who should be contacted by the IRS if needed.

test@test.com

Contact Phone
Enter the phone number and extension of the employee who should be contacted by the IRS if needed.

(904) 555-1234   ext.

Business Name Control
Enter the **Business Name Control (BNC)** for this company/EIN.

TEST

⚠ **Notice:** Your company will be automatically billed for this tax return unless you have paid in advance.

◊ Back   Continue ◊

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2.9.2   1094-C Totals

This task item allows you to review the information that comprises the 1094-C. Most of this information is determined automatically or set in the welcome wizard. Click 'Edit' to modify some of the items.

You may also download a paper copy of your 1094-C from the link in the upper-righthand corner of the page.

2.9.3 Review Totals

You may review your Employer-Provided Insurance Information once more prior to submitting the E-File.

2.9.4 Submit E-File

Once the E-File has been submitted, the status will display on the homepage within the checklist step.

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For additional support please contact us.

(888) 255-3815 ext.1

support@greenshades.com

www.greenshades.com

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