



Affordable Care Act 1095-C Year-End Forms

User Guide



www.greenshades.com

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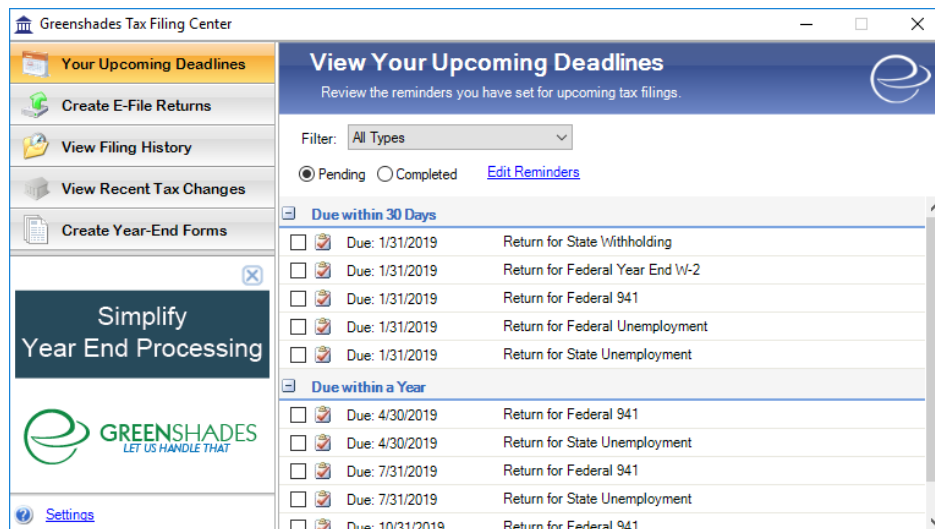
1 Getting Started with Year-End Forms

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

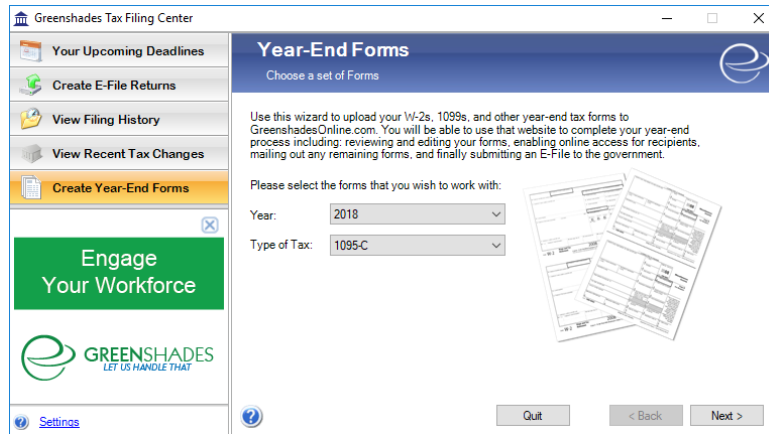
1.1.1 Uploading from Greenshades Tax Filing Center



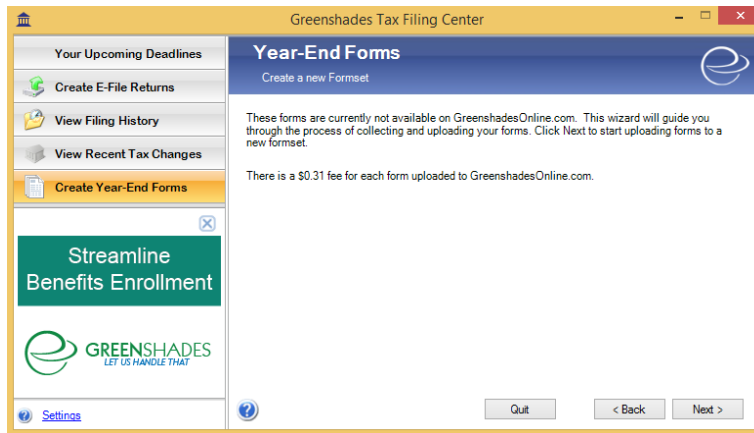
If you already have the Greenshades Tax Filing Center installed and are tracking your ACA data in GP or in the Dynamics Payroll Inspector, you may select 'Create Year-End Forms'. This will begin the Year-End Forms wizard.

The Year-End Forms wizard will request the reporting year and form type to be uploaded. Once you have selected 1095-C, click 'Next'.

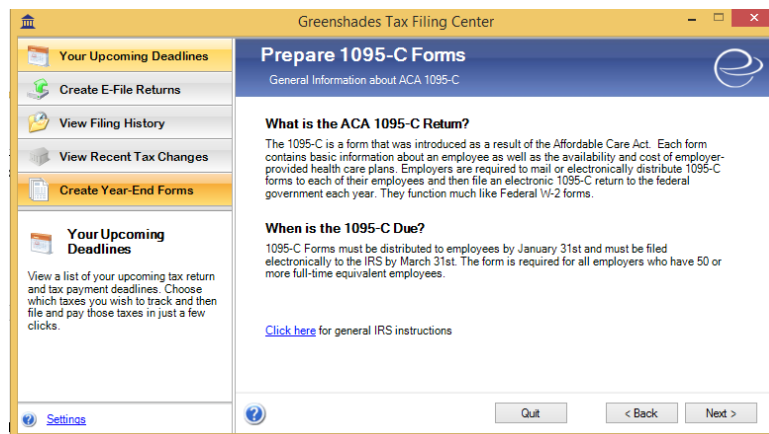
1095-Cs Year-End Forms User Guide



**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.*

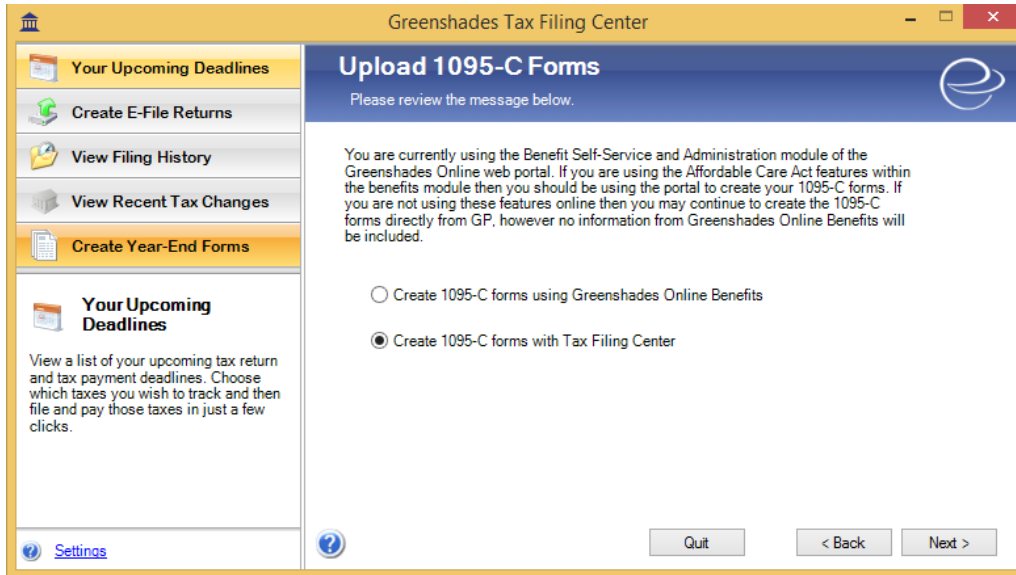


The next step provides a brief summary about the Affordable Care Act. If you have further questions about 1095-Cs, [click here](#) for additional information. Click 'Next' to continue.



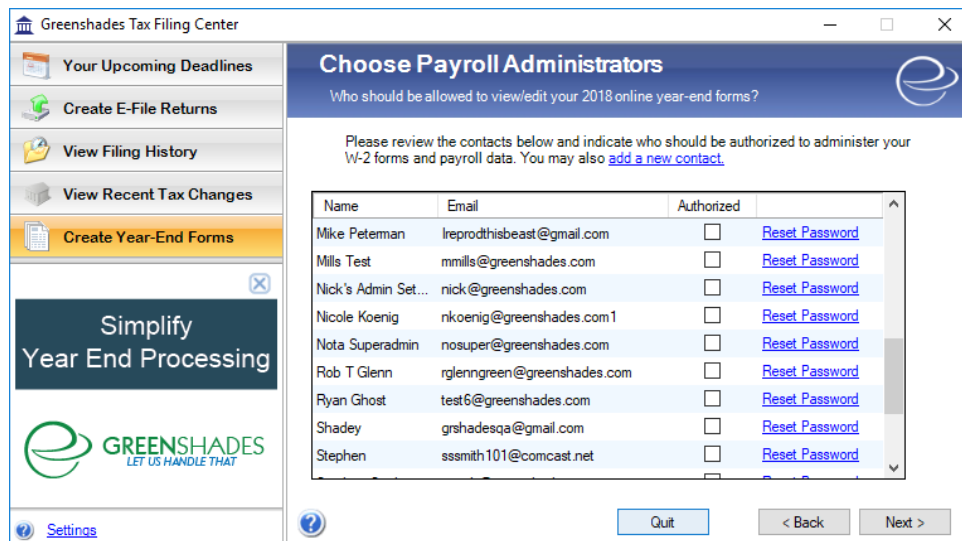
Select the option to 'Create 1095-C forms with Tax Filing Center'. If you have the Benefits module, you may choose to continue to www.GreenshadesOnline.com to

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

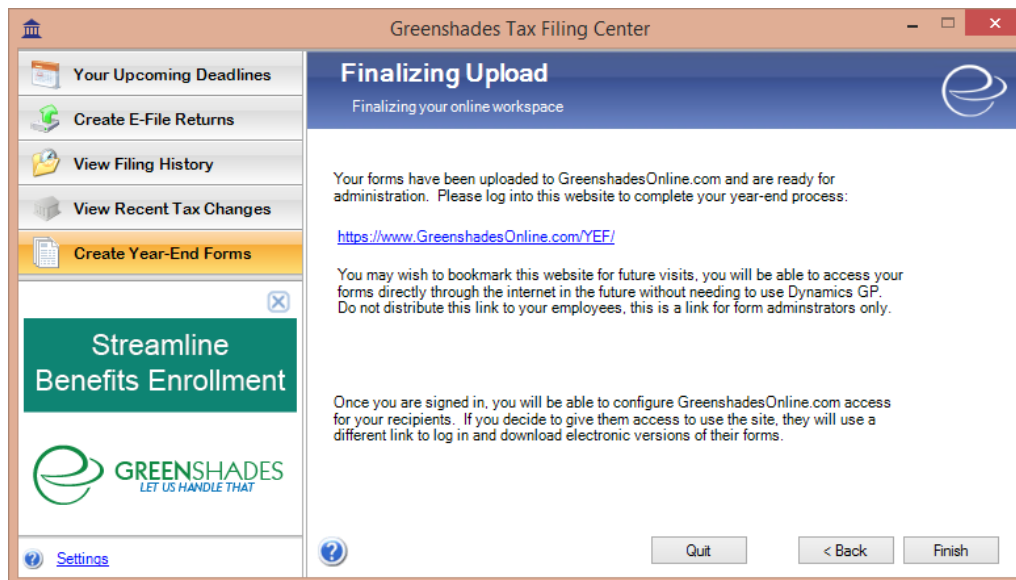


When the forms are uploaded, you will receive an email confirmation. Click 'Next' to continue.

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 \(https://www.downloadmyform.com/ImportTemplates/2022/1095C.xls\)](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

1095-Cs Year-End Forms User Guide

Fabrikam, Inc. ▾ GreenshadesQA Account Settings Sign Out

Home Employees Pay History Tax Service Year-End Forms Reports Settings

Year-End Forms

Select a workspace below:

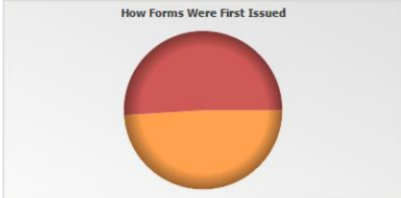
[Click here to import new tax forms into Year-End Forms](#)

Year: 2017 Form Type: All View: Expanded

Filter Workspaces: Enter Workspace Name Sort By: Workspace Title -- A to Z Recipient Name/TIN:

TWO: Greenshades Demo Corp 2017 1095-C Tax Forms Formset D10W6:10000076
51 employees

How Forms Were First Issued



- 0 forms were printed and mailed by you.
- 0 employees forms were mailed by us per your request.
- 26 employee(s) must still be issued a form.

Important Dates:

Forms Loaded	11/22/2017
Forms Issued	--
E-File Submitted	--

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.

Year-End Forms [Need Help?](#)

Import Forms Wizard

Company Info → Upload → Security → Finish

Import Forms

Welcome to the web forms importer. This process will allow you to create a new set of forms either by using data from an excel file or by filling in information manually on Year-End Forms.

If possible, you should use the Greenshades Center Year-End Forms Wizard to import your forms directly from your accounting package instead of using this webpage. For help using the Greenshades Center, please contact Greenshades Support at 804-807-0160x1 or support@greenshades.com.

NOTICE: There will be a charge of \$0.31 per imported form.

Company Info

Your new formset will belong to the following company:

[Add New Company](#)

Fabrikam, Inc. (TWO) ▾

Please verify the following information. Bold items are required.

Company Name **Greenshades Demo**

Company Name 2

Tax ID 12-3555789

Company ID **SSDemo**

SSA User ID 11225533

Address 1 335 W Butler Dr

Address 2

City Drums

State (abbrev) PA

Zip Code 18222

Zip Extension

Country United States ▾

Choose the year and type for your forms.

Year 2018 ▾

Form Type 1095-C ▾

[Continue](#)

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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.

Add New Company

▼

Please enter the following information. Bold items are required.

Company Name	New Company, Inc.
Company Name 2	
Tax ID	77-7777777
Company ID	NEWCO
SSA User ID	987654321
Address 1	9876 Test Drive
Address 2	Suite 100
City	Jacksonsonville
State (abbrev.)	FL
Zip Code	32256
Zip Extension	1234
Country	United States ▼

Save Company

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.

There is already a set of forms loaded for that company, year, and type. What would you like us to do with these new forms?

- Replace:** I want to erase the existing forms and start fresh.
- Append:** I want to add my excel file to the existing forms.

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.

Year-End Forms [Need Help?](#)

Import Forms Wizard

Company Info → Upload → Security → Finish

Upload

Click below to select the excel file containing your forms.

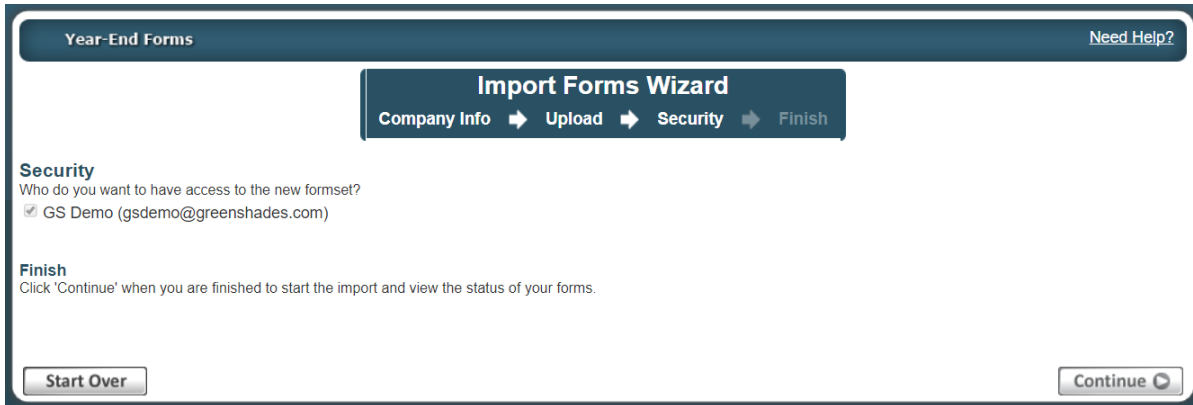
[Choose File](#) No file chosen [Download a 2018 1095-C Excel Template](#)

I want to fill in forms manually using Year-End Forms.

I am using an XML generated by my Dynamics AX accounting package

[Start Over](#) [Continue](#)

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.

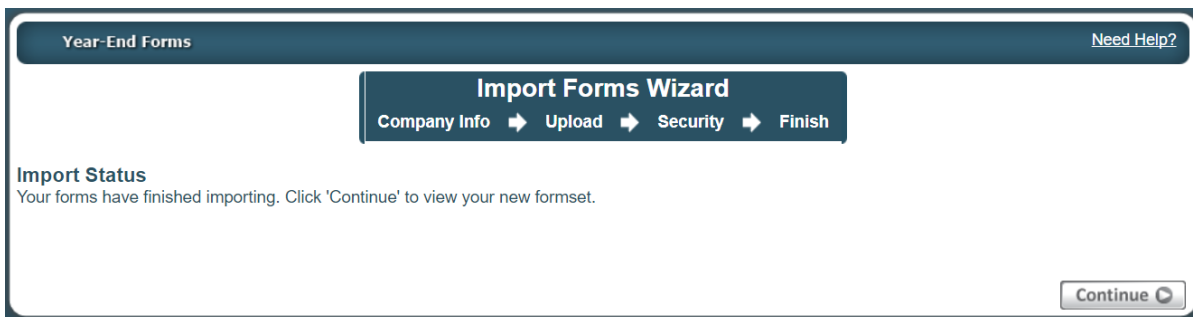


The screenshot shows the 'Import Forms Wizard' interface. At the top, there is a header 'Year-End Forms' and a 'Need Help?' link. Below the header is a progress bar with four steps: 'Company Info', 'Upload', 'Security', and 'Finish'. The 'Security' step is currently active. The main content area is titled 'Security' and contains the question 'Who do you want to have access to the new formset?'. Below this question, there is a checkbox labeled 'GS Demo (gsdemo@greenshades.com)' which is checked. Below the 'Security' section, there is a 'Finish' section with the instruction 'Click 'Continue' when you are finished to start the import and view the status of your forms.' At the bottom of the form, there are two buttons: 'Start Over' on the left and 'Continue' on the right.

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.



The screenshot shows the 'Import Forms Wizard' interface at the 'Import Status' step. The header and progress bar are the same as in the previous screenshot. The main content area is titled 'Import Status' and contains the message 'Your forms have finished importing. Click 'Continue' to view your new formset.' At the bottom right of the form, there is a 'Continue' button.

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 successfully imported. When you are ready, select the formset and complete the welcome wizard as described in section 1.2 below.

Year-End Forms

Forms from tax year 2018

Forms	Number	% Issued	E-File
New! 1095-C	0	0%	Due 04/01/2019

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.

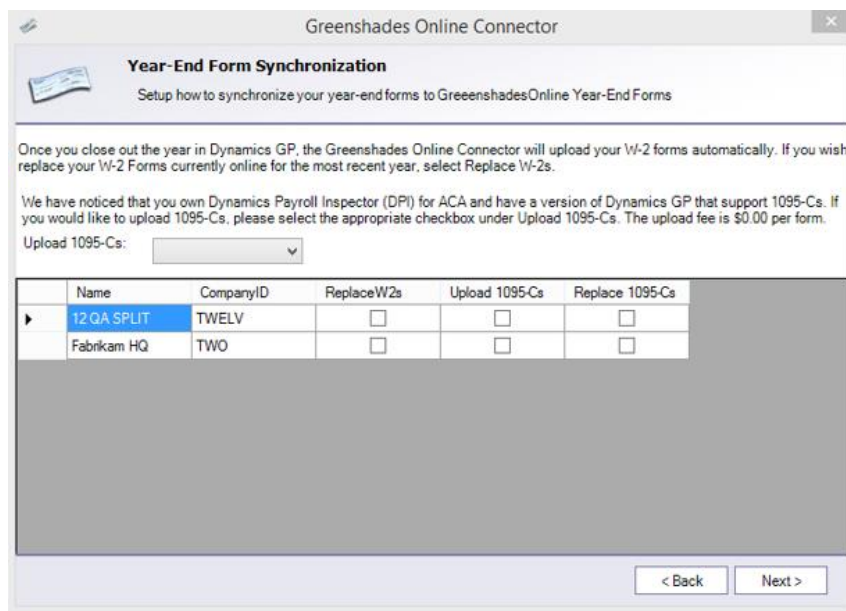
GreenshadesOnline → Employees → Benefits → ACA Dashboard → Create 1095-Cs

The screenshot displays the 'ACA Compliance Dashboard' within the 'Employee Management' section. It features several key components:

- Compliance Review and Statistics:** Three summary cards showing:
 - 0 of your 0 Full-Time employees do not meet the Affordable Care Act qualifying offer level. 0% are compliant.
 - 0 Employees need to be offered health insurance.
 - 0 of your 187 employees are currently considered Full-Time under the Affordable Care Act.
- Tracking and Reports:** Two cards showing:
 - 0 Employees recently had a change in their status.
 - 0 Non Full-Time employees are currently averaging more than 30 hours/week.
- Monthly Coverage Details:** A line graph showing coverage levels from January 2017 to November 2018. A callout for May 2018 indicates: 'May 2018: Employees: 187, Full-Time Employees: 0, Qualifying Offer: 0 (Coverage: Compliance: 0)'.
- Create 1095-Cs:** A section at the bottom with instructions and a 'Create 1095-Cs' button.

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

1095-Cs Year-End Forms User Guide

Year-End Forms [Need Help?](#)

Welcome to your Fabrikam, Inc. 2018 1095-C Tax Forms

You can use this administrator portal to oversee your entire year end forms process: monitoring employee downloads, mailing the forms, making corrections, and e-filing your information to the government. For help at any time, please call Greenshades Support at 904-807-0160x1 or email support@greenshades.com.

Company Information
Please review the company information below and make any edits necessary.

Official Company Name
Fabrikam, Inc.
Your company's registered name that will appear on your forms

Company EIN
238260216
Your company's Employer Identification Number that will appear on your forms

Designate a Billing Contact
Choose the Accounts-Payable contact at your company who will pay for charged services from this site.

Your Company's Contacts
Test Tester (QA Connector Dealer) ▼
Select "[Add a New Contact]" to enter your billing contact's information if it is not listed.

Please verify your account payable contact's information
We will use this information to contact your company about billing inquiries.

Name
Test Tester
The name of your accounts payable contact

Phone Number
(123) 123-1233 ext.
A phone number where we can reach your accounts payable contact

Email Address
testtester@testtester.com
An email address where we can reach your accounts payable contact

[Continue](#)


1.2.2 Transition Relief

Year-End Forms TWO: Fabrikam, Inc. 2018 1095-C Tax Forms Eric Bondi

Welcome Wizard

[Transition Relief](#) [Aggregated ALE Group](#) [Self-Insured Indicator](#) [Contact Information](#) [Employee Count](#)

2018 Plan Start Date

Enter your 2018 Plan start date:  Check this box if there was no health plan under which coverage was offered to employees in the 2018 year.
**00* will be entered for Plan Start Month on your 1095-C forms.*

This date will apply to all forms within this formset, however it may be changed at the individual employee/form level.

Transition Relief Indicator

Are you eligible to use and/or using one of the Qualifying Offer Methods and/or Transition Relief to indicate on your [1094-C, Part II, Line 22?](#)

Yes No

[Next](#)

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

The screenshot shows the 'Welcome Wizard' interface for 'Year-End Forms' for 'TWO: Fabrikam, Inc. 2018 1095-C Tax Forms' by user 'Nicole Nelson'. The current step is 'Aggregated ALE Group'. The interface includes a navigation bar with 'Transition Relief', 'Aggregated ALE Group' (selected), 'Self-Insured Indicator', 'Contact Information', and 'Employee Count'. The main content area asks 'Are you a member of an Aggregated ALE Group?' with radio buttons for 'Yes' and 'No'. Below, it lists 'Aggregated ALE Group Members' with a table containing one member: 'Archer TWO' with EIN '51-6835489' and 'Avg. Full-Time Employee Count' of '22'. There is an 'Add ALE Member' button and a 'Note' at the bottom. The footer contains copyright information and a privacy statement link.

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

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

The screenshot shows a web interface titled "Welcome Wizard" for "Year-End Forms" for "TWO: Fabrikam, Inc. 2018 1095-C Tax Forms" by user "Nicole Nelson". The wizard has five steps: "Transition Relief", "Aggregated ALE Group", "Self-Insured Indicator" (current step), "Contact Information", and "Employee Count".

Self-Insured Indicator

Does your company offer health coverage through a **Self-Insured Health Plan**?

- Yes** My company only offers Self-Insured health plans. Include Part III for Covered Individuals on my employee's 1095-C forms for all enrolled employees and their enrolled 'dependents', if applicable.
- No** My company does not offer Self-Insured health plans. Part III for Covered Individuals is not applicable and will not be populated for any employees.
Note that this will be the only option if none of your employees have Covered Individuals listed.
- Indicated Individually through Import** My company offers Self-Insured health plans and Non-Self-Insured health plans or not all employees offered Self-Insured coverage is enrolled. I have indicated this individually by employee through my import or will update manually through the employees' Edit form pages for those employees that have not actually enrolled in Self-Insured coverage for the year.

Note: As a Self-Insured health coverage employer, you are required to complete Part III of the 1095-C, detailing the enrolled Covered Individual's coverage information for each applicable full-time and non-full-time employee. If coverage is waived for All 12 Months, resulting in no imported Covered Individuals, Part III will not be checked or populated, even if data was imported.

Buttons: Back, Next

Footer: 07W6-7001020 - ©2003-2019 Green Shades Software Inc. By accessing and using this page you agree to the End User License Agreement. Read our Privacy Statement.

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.

Year-End Forms | TWO: Fabrikam, Inc. 2018 1095-C Tax Forms | Nicole Nelson

Welcome Wizard

Transition Relief | Aggregated ALE Group | Self-Insured Indicator | Contact Information | **Employee Count**

Employee Count

Designate one of the options below as the consistent determination for the total number of employees reported for each month.

First Day of Each Month:

NOTE: Changing your determination designation above will not recalculate your employee totals and Minimum Essential Coverage. It is your responsibility to accurately record your employee count consistently based on your selection.

Enter the total number of active employees, including full-time employees, non-full-time employees, and employees in a Limited Non-Assessment Period, for each calendar month.

For additional IRS reference regarding Total Employee Count, [click here](#).

Total Employee Count		Total Employee Count	
Jan	<input type="text" value="12"/>	July	<input type="text" value="15"/>
Feb	<input type="text" value="12"/>	Aug	<input type="text" value="12"/>
Mar	<input type="text" value="12"/>	Sept	<input type="text" value="12"/>
Apr	<input type="text" value="14"/>	Oct	<input type="text" value="12"/>
May	<input type="text" value="12"/>	Nov	<input type="text" value="15"/>
Jun	<input type="text" value="15"/>	Dec	<input type="text" value="15"/>

[Back](#) [Next](#)

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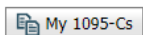
2 Completing Formset Tasks

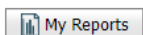
Now that the 1095-Cs are imported and the Welcome Wizard is complete, you will be able to complete the task-driven checklist. You will see each task checked-off as it is completed.

1095-Cs Year-End Forms User Guide

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:

 COMPLETED ON (internal: never)	1. Complete Company Setup used the welcome wizard to configure Year-End Forms on (internal; never).
 COMPLETE	2. Duplicate Employees There were no Duplicate Employee forms found.
 DUE NOW	3. Employee Identity Verification There is 1 identity that needs to be verified.
 DUE NOW	4. Resolve Warnings with your Forms There are currently 3 warnings with your forms, 2 of which are considered high severity warnings.
 DUE NOW	5. Verify 1095-C Form Totals You have loaded 1 form.
 DUE NOW	6. Manage Employee Access Allow your employees to view their 1095-Cs online at GreenEmployee.com
 COMPLETE	7. Email Employees with links to 1095-C Forms 0 employees have email addresses.
 DEPENDS ON METHOD	8. You have distributed 1095-Cs to your Employees 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 remaining 1095-Cs and mail them or hand them out to your employees by 3/4/2019.
 DUE BY 4/1/2019	9. E-File US 1095-C Return 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

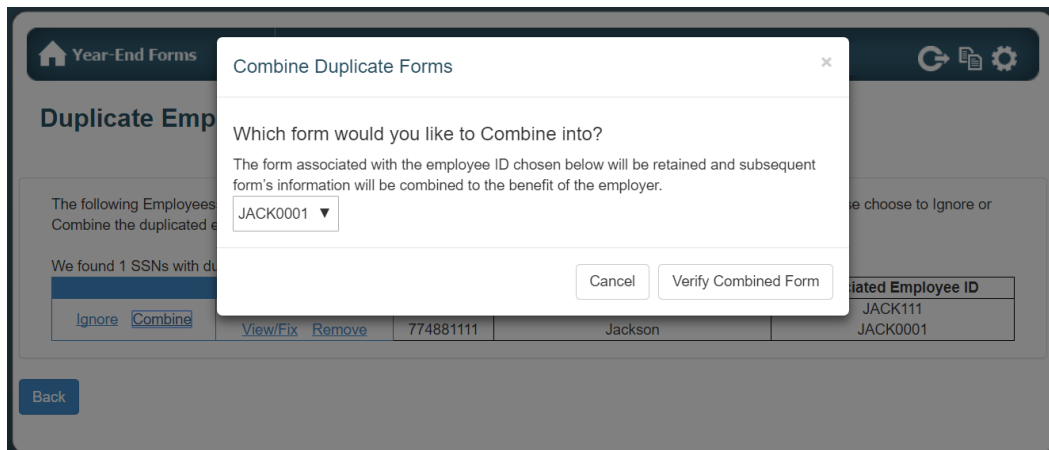
Clicking 'Ignore' will remove the warning for the duplicate employees with that SSN. The Ignored entries will be moved to an Ignored grid on the same page in case you would like to address these duplicate entries at a later time. This option will not remove the employee data or either of their 1095-C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



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

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

Forms with Warnings [Download Excel](#)

The following problems have been found with your forms. Click 'Edit' to make changes to a specific form.

	Form	Warning	Severity
	Filter	Filter	Filter
Edit	Jackson	Employee has Missing or Invalid Zip Code	High
Edit	Jackson	Employee is Missing City	High
Edit	Jackson	Employee is Missing Street Address	High
Edit	Jackson	Incomplete Employee Offers of Coverage Section, please enter a Line 14 code for All 12 Months or each individual month.	High

Page 1 of 2 (181 items) ◀ [1] 2 ▶

Rows per page: 100 ▼

[Back](#)

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.

1095-Cs Year-End Forms User Guide

Totals for 1095-C forms for GS Example Corp 551234567 [Download Excel](#)
[Email Report](#)

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.

D6W1-9002040 • ©2003-2019 Green Shades Software Inc. By accessing and using this page you agree to the End User License Agreement [Read our Privacy Statement](#)

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

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.

The screenshot shows the 'Employee Access Wizard' interface. At the top, there are two tabs: 'Basic Settings' and '1095-C Settings', with the latter being active. Below the tabs, the section is titled '1095-C Settings'. The first question is 'What layout should we use for Employee 1095-Cs?'. Underneath, there is a dropdown menu for '1095-C Layout' currently set to 'Form 1095C'. To the right of the dropdown is a preview of a 'Form 1095C'. Below the preview is a 'Preview' link. The next section is 'Additional Employee Options' with the instruction 'Check the options you wish to enable'. It contains five checkboxes: 'Provide tax preparation coupon group headed by H&R Block' (checked), 'Employees are allowed to edit their addresses', 'Employees are allowed to edit their names', 'Employees are allowed to edit their social security numbers', and 'Approval is required for any employee edits'. To the right of these options is another section titled 'Select which admins will receive employee change emails'. It includes a sub-instruction: 'Administrators that are selected below will receive a notification email informing them that an employee made an edit to a form.' Below this is a table with two columns: 'Name' and 'Email'. One row is visible with the name 'GreenshadesQA' and an unchecked checkbox to its left.

2.7 Email Employees with links to 1095-C Forms

The screenshot shows the 'Notification Wizard' interface. At the top, there are three tabs: 'Recipients', 'Message', and 'Send Notifications', with 'Recipients' being active. Below the tabs, the section is titled 'Send Email Notifications to Employees'. It states: '52 employees have email addresses, 52 of which still need to be emailed about downloading their 1095-C.' Below this, there is a text box containing '52' and a link to 'Download Recipient List'. There are four checkboxes: 'Exclude employees who have already viewed their 1095-C online.' (checked), 'Exclude employees who have already been mailed their 1095-Cs using the Year-End Forms mailing service.', 'Exclude employees for whom I have printed and distributed 1095-Cs.', and 'Exclude employees who have already been notified by email from this page.' At the bottom, there is a link: 'Why don't some of my employees have email addresses on Year-End 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.

Mail Service Status Page

Order New Mail Service
Click the "New Order" button below to request that we print and mail forms to your employees on your behalf. You will get to choose exactly how we will send these forms and will be quoted a total price before confirming your order.

Status of Previous Mail Service Orders

Name	Status	Owner	Submitted
Filter	All	All	Filter

No data to display

Rows per page: 10

2.8.1.1 Mail Service Wizard

a) Choose Forms

Mail Service Wizard

Choose Forms → Delivery Options → Advanced Options → Review & Mail

How Forms Were First Issued

- 0 employee(s) were not issued forms by any method above
- 0 form(s) were mailed by us per your request.
- 0 form(s) were printed and mailed by you.
- 25 employee(s) consented to receive their form online only.
- 27 form(s) are being mailed by us per your request.

Which forms would you like to work with?

- All tax forms in this workspace
- All forms that must still be issued
- Select specific forms by searching for them

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
 - 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.

Mixed Batch

You selected some forms that are marked as needing corrections along with other forms that do not need corrections. You may only include one of these kinds of forms in a single order.

Please make your selection below and click 'Continue'.

- Only include forms needing corrections (26 forms)
- Only include forms **not** in need of corrections (26 forms)

- 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.

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

Unselect All Select All Excel Export Add Columns

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

Page 1 of 6 (52 items) 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) Rows per page: 10

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 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.

Delivery Options

- Have Greenshades Software print and mail these forms to your recipients.
- Have Greenshades Software print these forms, insert them into envelopes, and ship them to your location for you to distribute.

Shipping Information

We will be shipping these forms using your shipping account. Which provider would you like to use?

Delivery Timeframe	FedEx Service	FedEx Delivery Commitment
<input type="radio"/> Overnight	FedEx Standard Overnight®	Delivery by 3:00 pm***
<input checked="" type="radio"/> 2 Business Days	FedEx 2Day®	Delivery by 4:30 pm***
<input type="radio"/> 1-5 Business Days*	FedEx Ground®	Delivery day based on distance to destination

** We expect your forms to be postmarked within 1 business day of Tuesday December 12, 2017. The Delivery Commitment you request above will begin on the day your forms are postmarked, not the day your order is placed with Greenshades. Please take this into consideration when choosing your Delivery Timeframe.
 *** Shipping estimates may vary based on your location

What is your account number with that shipping provider?

Where should these forms be shipped?

Address Line 1
 Address Line 2
 Address Line 3
 City, State, & Zip Code

Who is the person of contact and their contact information for this shipment?

 Send a notification email when this order ships

Optional Information
 Do you have special instructions for our Mailservice Team?

Although we CANNOT guarantee requests made here, we will make every attempt to do so

d) Review & Mail

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.

Mail Service Wizard

Choose Forms → Delivery Options → Advanced Options → Review & Mail

Summary for this Order of Forms

Order Name
Please choose a name for this order. This is the name you will look for when checking the status of this order.

Cost Breakdown
Below is the amount you should expect to be billed for this mail service. You will not be billed until the forms have left our printhouse.

Product	Quantity	Unit Price	Total Price
YE 2017 Tax Form Mail Service -- February 25th through February 28th or Later Returning Client	25	\$3.25	\$81.25
Total			\$81.25

Estimated Processing Schedule
Greenshades cannot guarantee a postmark date for mailings ordered after Friday February 24, 2017. While we cannot make any guarantees, we *estimate* that your forms will be postmarked no later than **Tuesday December 12, 2017**. This estimate is based on the how many forms you are mailing and the load we are experiencing. The estimate may change as we process your order.

Authorization
Once you click 'Mail Forms', we will begin the process of printing and mailing your tax forms. All recipient addresses are processed through the [United States Postal Service MOVE Update](#) system. This may change the address if the recipient has filed a MOVE Update form in the last 18 months.

You are responsible for reviewing your 1095-C forms and ensuring they are correct prior to requesting their mailing. You may view the forms [here](#). Please review our [End User License Agreement](#) and type your name into the box below to agree and authorize us to proceed.

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

According to our initial estimate, these forms should be postmarked within 1 business day of Tuesday, 12/12/2017

Print Testing Co. 12.7.2017 (26 forms)

Status: Queued

Contents: 26 forms for 26 employees

Owner:

This batch has been broken down into smaller parts to provide detailed tracking information

This batch is **0.00%** complete. See the break-down below:

Printed: 0 / 26 (0.00%)
Sealed: 0 / 26 (0.00%)
Packaged: 0 / 26 (0.00%)

Action	Time
Submitted	12/7/2017 12:00 PM
Processed	12/7/2017 12:01 PM
Queued	12/7/2017 12:15 PM

Legend

- Submitted** Your order has been received and will be processed shortly.
- Processed** Your order has been processed and is waiting to be queued for printing.
- Queued** The forms have been added to the print queue and will begin printing soon.
- Printed** The forms are printed and are waiting to be pressure sealed or stuffed in envelopes.
- Sealed** The forms are waiting to be packaged for bulk mail.
- Packaged** The forms have been packaged and are awaiting delivery to the post-office.
- Mailed** The forms have been mailed to their recipients.
- Cancelled** You have asked us to cancel this batch.

Preferences for this Batch

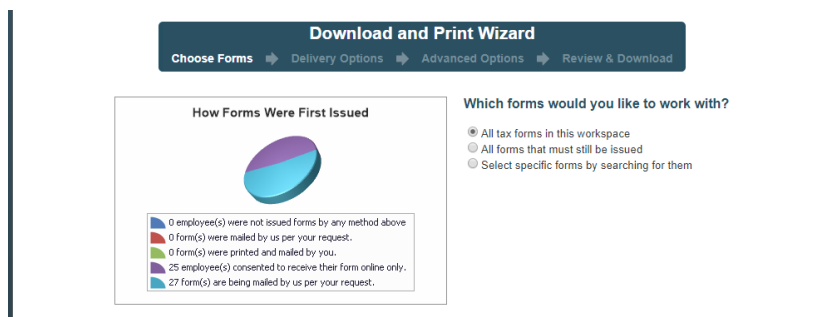
Option	Selection
Shipping	Greenshades Shipping

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.

Mixed Batch

You selected some forms that are marked as needing corrections along with other forms that do not need corrections. You may only include one of these kinds of forms in a single order.

Please make your selection below and click 'Continue'.

- Only include forms needing corrections (26 forms)
- Only include forms **not** in need of corrections (26 forms)

- 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.

1095-Cs Year-End Forms User Guide

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

Unselect All Select All Excel Export Add Columns

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

Page 1 of 6 (52 items) Rows per page: 10

b) Resolve Warnings

Download and Print Wizard

Choose Forms Delivery Options Advanced Options Review & Download

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)

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

Download and Print Wizard

Choose Forms Delivery Options Advanced Options Review & Download

Delivery Options

Download a PDF of these forms to your computer for you to distribute
 Order a CD of these forms for you to distribute

Sort Forms by:
Last Name

Form Layout
Corrected Form 1095C

Corrected Form 1095C
[\(Download 1095-C Instructions\)](#)

Back Continue

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

Download and Print Wizard
Choose Forms → Delivery Options → **Advanced Options** → Review & Download

Paper and Envelopes
The forms you are going to receive are designed to fit properly on the perforated paper and envelopes used by Greenshades Software. Please match the codes on the bottom of your perforated paper and on the inside flap of your envelopes to the codes below to ensure that the forms will fit properly when printed.

Paper Code: 9ONEPERF05
Envelope Code: 99ENVA

Click [here](#) to order more paper or envelopes for my forms.

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

Download and Print Wizard
Choose Forms → Delivery Options → Advanced Options → **Review & Download**

Review & Download
Depending on the number of forms you wish to download, it may take some time to prepare them. In order to allow you to continue to work on this site without waiting, Year-End Forms will process them and send you an email when this batch of forms is ready for download.

Intent to Deliver
 Please check this box if you intend to print this batch of forms and then deliver them to your employees. We will consider them delivered and will not prompt you to issue them again.

Batch Name
Please choose a name for this batch. We will use this name to notify you when the batch has processed.

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 be 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'.

Information about: 1095C_9ONEPERF
This batch is currently Processed.

Owner	
Issued to employees?	No (Change)
Requested at	12/7/2017 3:55:43 PM
Ready at	12/7/2017 3:57:21 PM
Size	26 employees on 28 pages

Click [here](#) to download or print these forms.

Click [here](#) to order a CD of these forms to be created and mailed to you.

Click [here](#) if you wish to remove this batch of PDFs from your download batches. It will no longer appear on this screen or be counted towards forms you have delivered to your employees.

[Back](#)

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.

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

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

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

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

[Back](#) [Continue](#)

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.

E-File Wizard

Submitter Information
1094-C
Review Totals
Submit File

Verify 1094-C Form Totals

The following information was gathered based on your collective 1095-C form data and contains information populated for the 1094-C form (Transmittal of Employer-Provided Health Insurance Offer and Coverage Information Returns). Download 1094-C Email Report

Please review the information below and verify that it is correct.

Part I

Applicable Large Employer (ALE) Member

Company Name	GS Example Corp	EIN	551234567
Address 1	7020 A.C. Skinner Parkway	Contact Name	John Doe
Address 2	Suite 100	Contact Phone #	9045551234
City	Jacksonville		Ext.
State	FL		
ZIP	32206		

Total # of 1095-C Forms being Submitted with this Transmittal: 2

Is this the Authoritative Transmittal for this ALE Member?

Part II

ALE Member Information

Are you a member of an Aggregated ALE Group? Yes No

Certifications of Eligibility (all checked apply): Qualifying Offer Method 98% Offer Method

Part III

ALE Member Information - Monthly

Important Note: The following information displayed below is based on your individual employees' 1095-C form data and company setup provided upon import. Any data added, edited, or removed within the grid below will not update or recalculate your individual 1095-C form data, nor will it recalculate this information moving forward as to not overwrite your edits. Please edit with caution, as this information is translated directly to your 1094-C Transmittal Form and included with your e-file.

	(a) Minimum Essential Coverage Offer Auto Calculate? Yes	(b) Full-Time Employees Count Auto Calculate? No	(c) Total Employee Count Edit	(d) Aggregated Group Indicator
All 12 Months	Yes			Yes
Jan	Yes	1	1	Yes
Feb	Yes	1	1	Yes
Mar	Yes	1	1	Yes
Apr	Yes	1	1	Yes
May	Yes	1	1	Yes
Jun	Yes	1	1	Yes
Jul	Yes	1	1	Yes
Aug	Yes	1	1	Yes
Sep	Yes	1	1	Yes
Oct	Yes	1	1	Yes
Nov	Yes	1	1	Yes
Dec	Yes	1	1	Yes

Part IV

Other ALE Members of Aggregated ALE Group

Edit: Each ALE member's name and EIN (other than the reporting ALE member) will appear within this section. They are to be reported in descending order, listing first the member with the highest average monthly number of full-time employees or average monthly total employees, if using the 98% Offer Method.

If the Aggregated ALE Group has more than 30 members (not including the reporting ALE Member/yourself), only the 30 with the highest monthly average number of full-time employees or total employees (if using 98% Offer Method), will be displayed here and populated on the 1094-C transmittal form.

Name	EIN	Avg Full-Time Employee Count
Greenshades Other Company	23-8497872	0

Verify Information and Totals

I have reviewed the information and totals on this screen and verify that this information and/or any changes I have made are true, correct, and complete. I also acknowledge that this information reflects my entire reporting ALE member/company-level data and is not all-inclusive of all Aggregated ALE Group member data, if aggregated for this format and that data will be submitted in full when e-filing for this company.


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2.9.3 Review Totals

E-File Wizard
Submitter Information ➤ Review Totals ➤ Submit File

E-File United States 1095-C and 1094-C Employer-Provided Health Insurance Offer and Coverage



You must file a year-end return by 4/1/2019.
Year-End Forms is prepared to submit a report with employees/wages through 12/31/2018:

Field	Value
Total 1095-Cs	1
Total Employees Month 1	101
Full-Time Employees Month 1	1
Full-Time Employees Offered Minimum Essential Coverage Month 1	0
Total Employees Month 2	101
Full-Time Employees Month 2	1
Full-Time Employees Offered Minimum Essential Coverage Month 2	0
Total Employees Month 3	101
Full-Time Employees Month 3	1
Full-Time Employees Offered Minimum Essential Coverage Month 3	0
Total Employees Month 4	101
Full-Time Employees Month 4	1
Full-Time Employees Offered Minimum Essential Coverage Month 4	0
Total Employees Month 5	101
Full-Time Employees Month 5	1
Full-Time Employees Offered Minimum Essential Coverage Month 5	0
Total Employees Month 6	101
Full-Time Employees Month 6	1
Full-Time Employees Offered Minimum Essential Coverage Month 6	0
Total Employees Month 7	101
Full-Time Employees Month 7	1
Full-Time Employees Offered Minimum Essential Coverage Month 7	0
Total Employees Month 8	101
Full-Time Employees Month 8	1
Full-Time Employees Offered Minimum Essential Coverage Month 8	0
Total Employees Month 9	101
Full-Time Employees Month 9	1
Full-Time Employees Offered Minimum Essential Coverage Month 9	0
Total Employees Month 10	101
Full-Time Employees Month 10	1
Full-Time Employees Offered Minimum Essential Coverage Month 10	0
Total Employees Month 11	101
Full-Time Employees Month 11	1
Full-Time Employees Offered Minimum Essential Coverage Month 11	0
Total Employees Month 12	101
Full-Time Employees Month 12	1
Full-Time Employees Offered Minimum Essential Coverage Month 12	0

Useful Links

[Tax Information](#)

[Agency Contact Information](#)

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.

For additional support please contact us.

(888) 255-3815 ext.1

support@greenshades.com

www.greenshades.com