

# Forms 1095-C & 1094-C 2017 IRS Filing

## Critical Milestones



**January 1, 2018:**  
Begin approving  
Forms 1095-C & 1094-C

**January 15, 2018:**  
Deadline to approve  
Forms 1095-C

**March 2, 2018:**  
IRS deadline for employees to  
receive Forms 1095-C

**March 15, 2018:**  
Deadline to approve  
Forms 1094-C

**April 2, 2018:**  
IRS filing deadline for Forms  
1094-C & 1095-C

### Preview Forms 1095-C

- Review all Forms 1095-C each month for accuracy under **Ready for preview**. Correct the data for any forms in **Need attention**.
- Best Practice:** If changes are needed, make updates in ADP Workforce Now®.
- Nov 21:** Edit and Manage Forms functionality will be enabled.
- Tip!** If Forms shouldn't be filed for an FEIN, put that FEIN or specific Forms 1095-C on **Hold** under **Manage Forms**.

### Review, Edit & Approve Forms 1095-C & 1094-C

- Review forms under **Ready for Approval**.
- If filing an extension with the IRS, remember to enter the extension in ADP Health Compliance®.
- Forms 1095-C not approved on or before **Jan 15 at 11:59pm ET**, will be **automatically approved** and sent for print and distribution. \*
- Forms 1095-C approved after **Feb 21**, will be shipped to employees to ensure all forms are received by the IRS Deadline.

### Review, Edit & Approve Forms 1094-C

- Forms 1094-C not approved on or before **March 15, at 11:59pm ET**, will be **automatically approved** and transmitted to the IRS. \*
- Review 1094-C Transmission Status. Resolve forms causing errors from transmission (e.g. 'Accepted with Errors').

### Make Corrections to Forms 1095-C & 1094-C

- If corrections are needed, updates should be made in ADP Workforce Now, if possible. Once the update is applied to ADP Health Compliance, approve the new Form 1095-C. Edits can be applied directly on the Form 1095-C if needed.
- Tip:** If making manual edits, ensure 1094-C impacts are considered.
- If changes impact the Form 1094-C, approve the form once changes are applied.

\* Excluding forms or FEINs put into a hold status, or FEINs with an applied IRS extension.

**How do I get to ADP Health Compliance®?**  
In ADP Workforce Now® Go to Process > ACA > ACA Health Compliance.



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