

Affordable Care Act - TCC Testing Process

Updated November 17, 2021

1. You must wait 48 hours after receiving your TCC number to upload the testing file. You can complete the batch information during that period but do not export until the 48 hours is over.
2. Set up a new Affordable Care Act batch with a batch name of TCC Test (Generate a number - batch number is not critical, just trying to have a number that won't be confused with your live batch).
3. Use the Import process to import the Employee and Coverages files to the new batch. Do not open in Excel (notepad is ok) before importing. You can also manually key the values in the Edit Employee window.



Employees - to test TCC 1.csv



Coverages - to test TCC.csv

4. Open the Edit Employees window and add the Plan Start Month of 01. Make sure the SSN has enough leading zeros. The SSN is 000000701. Save the change.

| Month Number | Month | Coverage | Coverage Type | Safe Harbor |
|--------------|-----------|----------|---------------|-------------|
| 1 | January | \$115.00 | 1L | 2C |
| 2 | February | \$115.00 | 1L | 2C |
| 3 | March | \$115.00 | 1L | 2C |
| 4 | April | \$115.00 | 1L | 2C |
| 5 | May | \$115.00 | 1L | 2C |
| 6 | June | \$115.00 | 1L | 2C |
| 7 | July | \$115.00 | 1L | 2C |
| 8 | August | \$115.00 | 1L | 2C |
| 9 | September | \$115.00 | 1L | 2C |
| 10 | October | \$115.00 | 1L | 2C |
| 11 | November | \$115.00 | 1L | 2C |

5. Open the Edit Employer window and complete the Employer and Contact tabs per the screenshots below. Only fill out the fields marked on the sample with the information on the sample (do not use your information). Applicable Large Employer information on the grid.

Edit / Affordable Care Act

File Window Help

Employer Contact

Signature PIN: ☐ Aggregated group

Person Title: ☐ Qualifying offer

Signature Date: / / ☐ Qualifying offer transition relief

Request Type: BUSINESS_TIN ☐ Section 4980H transition relief

☒ Authoritative ☐ 98% offer method

Applicable Large Employer

| Month | Total Employee ... | Eligible FTE Count | Min Essential Covera... |
|-----------|--------------------|--------------------|-------------------------|
| January | 103 | 90 | Yes |
| February | 103 | 90 | Yes |
| March | 103 | 90 | Yes |
| April | 103 | 90 | Yes |
| May | 103 | 90 | Yes |
| June | 103 | 90 | Yes |
| July | 103 | 90 | Yes |
| August | 103 | 90 | Yes |
| September | 103 | 90 | Yes |
| October | 103 | 90 | Yes |
| November | 103 | 90 | Yes |
| December | 103 | 90 | Yes |

Batch: 00004.11.2021

Edit / Affordable Care Act

File Window Help

Employer Contact

First Name: Carla

Middle Name:

Last Name: Hayes

Suffix:

Phone: (555) 155-2899

Applicable Large Employer

| Month | Total Employee ... | Eligible FTE Count | Min Essential Covera... |
|-----------|--------------------|--------------------|-------------------------|
| January | 103 | 90 | Yes |
| February | 103 | 90 | Yes |
| March | 103 | 90 | Yes |
| April | 103 | 90 | Yes |
| May | 103 | 90 | Yes |
| June | 103 | 90 | Yes |
| July | 103 | 90 | Yes |
| August | 103 | 90 | Yes |
| September | 103 | 90 | Yes |
| October | 103 | 90 | Yes |
| November | 103 | 90 | Yes |
| December | 103 | 90 | Yes |

Batch: 00004.11.2021

6. Run the Proof List.
7. On the Forms step fill out the information below. Again, do not use your information. The name is Carrtestfive.

Print / Affordable Care Act

File Window Help

SQL / / - :

Organization Information

Name: Cantestfive

Federal Tax ID: 000000710

Address 1: 109 Cypress Cove

Address 2:

City: Wimberley

State: TX

Zip: 78676-

Phone: (555) 155-2899

Calendar Year: 2021

Batch: 00004.11.2021

Form **1095-C** **Employer-Provided Health Insurance Offer and Coverage** ☐ VOID ☐ CORRECTED **2021**

Department of the Treasury Internal Revenue Service

Do not attach to your tax return. Keep for your records. Go to www.irs.gov/Form1095C for instructions and the latest information.

Part I Employee

1 Name of employee (first name, middle initial, last name) Scarlett Camen

2 Social security number (SSN) 000-00-0701

3 Name of employer Cantestfive

4 Employer identification number (EIN) 00-0000710

5 Street address (including apartment no.) 420 Falcon Lane

6 Street address (including room or suite no.) 109 Cypress Cove

7 Contact telephone number (555) 155-2899

8 City or town San Juan Capistrano

9 State or province CA

10 Country and ZIP or foreign postal code 92653-

11 City or town Wimberley

12 State or province TX

13 Country and ZIP or foreign postal code 78676-

Part II Employee Offer of Coverage

14 Offer of Coverage (enter required code) 1L

15 Employee Required Contribution (see instructions)

16 Section 4980H Safe Harbor and Other Rules (enter code, if applicable) 2C

17 ZIP Code

Plan Start Month (Enter 2-digit number): 01

| At 12 Months | Jan | Feb | Mar | Apr | May | June | July | Aug | Sept | Oct | Nov | Dec |
|--------------|-----|-----|-----|-----|-----|------|------|-----|------|-----|-----|-----|
| | | | | | | | | | | | | |
| \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |

8. Export the information with the information below. Be sure to select Test for the Transmittal Type.

The screenshot shows a software window titled "Export / Affordable Care Act". It has a menu bar with "File", "Window", and "Help". Below the menu bar is a toolbar with a green checkmark, a file path field showing "/", and several icons (a monitor, a star, a red circle with a white 'i', a green question mark, and a person). The main area is labeled "Settings" and contains the following fields:

- Calendar Year: 2021
- TCC: Your TCC Number
- Form Count: 2
- Transmittal Type: Test
- Submission Type: Original

At the bottom right of the window, there is a status bar that reads "Batch: 00004.11.2021".

9. After exporting, the exported data will be in your job viewer/scheduler. Double click on the file and save it to a place you can find it.
10. Upload the exported Manifest and 1094 file to the IRS testing website. The Receipt process may take a half hour or more to complete. Once accepted you will need to call the IRS (866-937-4130) to give them your TCC and Accepted Receipt number. They will then change your TCC (Transmitter Control Code) number from a "Testing" status to "Production". That change will take 48 hours to complete.
11. When the 48 hours is completed, you can export and submit your Production file with your actual information.