

Instructions on How to Complete ACA Reporting 1094s



The first thing you need to do is let us know when you have printed your 1095s.
At that point we will generate your 1094s.

1094-C List [Help](#)

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Create Efile for all companies 01

Processing Year	Ale Name	Ale Fein	Ale Contact Name	1095 Count	Report
2022	SDI of Macon			0	
2022	SDI of Boonville LLC			0	
2022	SDI of Windsor LLC			0	
2022	SDI of State Avenue LLC			0	
2022	SDI of Leavenworth Road LLC			0	
2022	SDI of Blue Ridge Boulevard LLC			0	
2022	SDI of Independence Avenue LLC			0	
2022	Sonic of Trenton LLC			0	
2022	Sonic of Savannah LLC			0	
2022	SDI of Brookfield LLC			0	
				Total Count	0

Once we have generated your 1094s, you will notice your 1095 count has populated.

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Create Efile for all companies 01 [Update Efile](#)

Processing Year	Ale Name	Ale Fein	Ale Contact Name	1095 Count	Report
2022	Sonic of Macon, LLC	[REDACTED]	[REDACTED]	5	Create
2022	SDI of Boonville LLC	[REDACTED]	[REDACTED]	3	Create
2022	SDI of Windsor LLC	[REDACTED]	[REDACTED]	3	Create
2022	SDI of State Avenue LLC	[REDACTED]	[REDACTED]	7	Create
2022	SDI of Leavenworth Road LLC	[REDACTED]	[REDACTED]	6	Create
2022	SDI of Blue Ridge Boulevard LLC	[REDACTED]	[REDACTED]	3	Create
2022	SDI of Independence Avenue LLC	[REDACTED]	[REDACTED]	3	Create
2022	Sonic of Trenton LLC	[REDACTED]	[REDACTED]	6	Create
2022	Sonic of Savannah LLC	[REDACTED]	[REDACTED]	6	Create
2022	SDI of Brookfield LLC	[REDACTED]	[REDACTED]	1	Create
Total Count				43	

This screen provides a quick view of each company 1094-C, Federal Employer Identification Number, and Contact Name. You can view the entire record by clicking on an individual ALE Name.

Processing Year:		
<input type="text" value="2022"/>		
Part I. Applicable Large Employer Member (ALE Member)		
1. Name of ALE Member(Employer)		2. Employer identification number(EIN)
<input type="text" value="SDI of Macon"/>		<input type="text" value="REDACTED"/>
3. Street address(including room or suite no.)		
<input type="text" value="REDACTED"/>		
4. City or town	5. State or province	6. Country and ZIP or foreign postal code
<input type="text" value="Macon"/>	<input type="text" value="MISSOURI"/>	<input type="text" value="USA"/> <input type="text" value="63552"/>
7. Name of person to contact		8. Contact telephone number
<input type="text" value="REDACTED"/>		<input type="text" value="REDACTED"/>
9. Name of Designated Government Entity(only if applicable)		10. Employer identification number(EIN)
<input type="text"/>		<input type="text"/>
11. Street address(including room or suite no.)		
<input type="text"/>		
12. City or town	13. State or province	14. Country and ZIP or foreign postal code
<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/>
15. Name of person to contact		16. Contact telephone number
<input type="text"/>		<input type="text"/>

This screen will allow you to edit some fields if necessary, as well as display for you the company information that was pulled in from the Company record, found under the orange heading of Maintain.

If your company information is correct; the process is complete.

If for example the FEIN needs to be edited, you will need to make that change in Companies. Once corrected there, you will then need to come back to ACA Controls, click on the Reporting button, select the plan year, and then you will be taken to this screen.

If you scroll to the bottom you will see buttons for reviewing and editing Part III and Par IV.

18. Total number of Forms 1095-C submitted with this transmittal
5

19. Is this the authoritative transmittal for this ALE Member? If "Yes," check the box and continue. If "No," see instructions Yes No

Part II. ALE Member Information

20. Total number of Forms 1095-C filed by and/or on behalf of ALE Member
11

21. Is ALE Member a member of an Aggregated ALE Group? Yes No
If "No," do not complete Part IV.

22. Certifications of Eligibility (select all that apply):
 A. Qualifying Offer Method B. Qualifying Offer Method Transition Relief C. Section 4980H Transition Relief D. 98% Offer Method

Submit **Part III** **Part IV** **eFile** **Return**

Locations reporting to this ALE Member

	Location Code	Unit #	Name	Address
1.	016	1184	1184 - SDI of Macon	[REDACTED]

Part III is your Monthly ALE Member Information.

Processing Year: 2022

Part III ALE Member Information - Monthly

(a) Minimum Essential Coverage Offer Indicator	(b) Full-Time Employee Count for ALE Member	(c) Total Employee Count for ALE Member	(d) Aggregated Group Indicator	(e) Section 4980H Transition Relief Indicator
23 All 12 Months <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	0	0	<input checked="" type="checkbox"/>	
24 Jan <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	3	26	<input type="checkbox"/>	
25 Feb <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	3	23	<input type="checkbox"/>	
26 Mar <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	3	30	<input type="checkbox"/>	
27 Apr <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	2	31	<input type="checkbox"/>	
28 May <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	2	26	<input type="checkbox"/>	
29 Jun <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	2	30	<input type="checkbox"/>	
30 Jul <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	2	29	<input type="checkbox"/>	
31 Aug <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	2	37	<input type="checkbox"/>	
32 Sep <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	2	39	<input type="checkbox"/>	

Review and make any corrections necessary.

Save any changes using your Employer Pin.



33 Oct <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	3	36	<input type="checkbox"/>	
34 Nov <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	3	33	<input type="checkbox"/>	
35 Dec <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	3	22	<input type="checkbox"/>	

Pin: Save Page III Done

Part IV is Other ALE Members of Aggregated ALE Group

Maintain 1094 Header [Help](#)

Processing Year:
2022

Part IV Other ALE Members of Aggregated ALE Group

	Name	EIN		Name	EIN
36	<input type="text" value="SDI of Windsor LLC"/>	<input type="text" value="████████"/>	51	<input type="text"/>	<input type="text"/>
37	<input type="text" value="SDI of Boonville LLC"/>	<input type="text" value="████████"/>	52	<input type="text"/>	<input type="text"/>
38	<input type="text"/>	<input type="text"/>	53	<input type="text"/>	<input type="text"/>
39	<input type="text"/>	<input type="text"/>	54	<input type="text"/>	<input type="text"/>
40	<input type="text"/>	<input type="text"/>	55	<input type="text"/>	<input type="text"/>

Again, save any changes using your Employer Pin.

48	<input type="text"/>	<input type="text"/>	63	<input type="text"/>	<input type="text"/>
49	<input type="text"/>	<input type="text"/>	64	<input type="text"/>	<input type="text"/>
50	<input type="text"/>	<input type="text"/>	65	<input type="text"/>	<input type="text"/>

Pin:

Once you are satisfied with the first page, and parts III and IV, you are ready to create the 1094 packets you will send to the IRS.

1094-C List Help

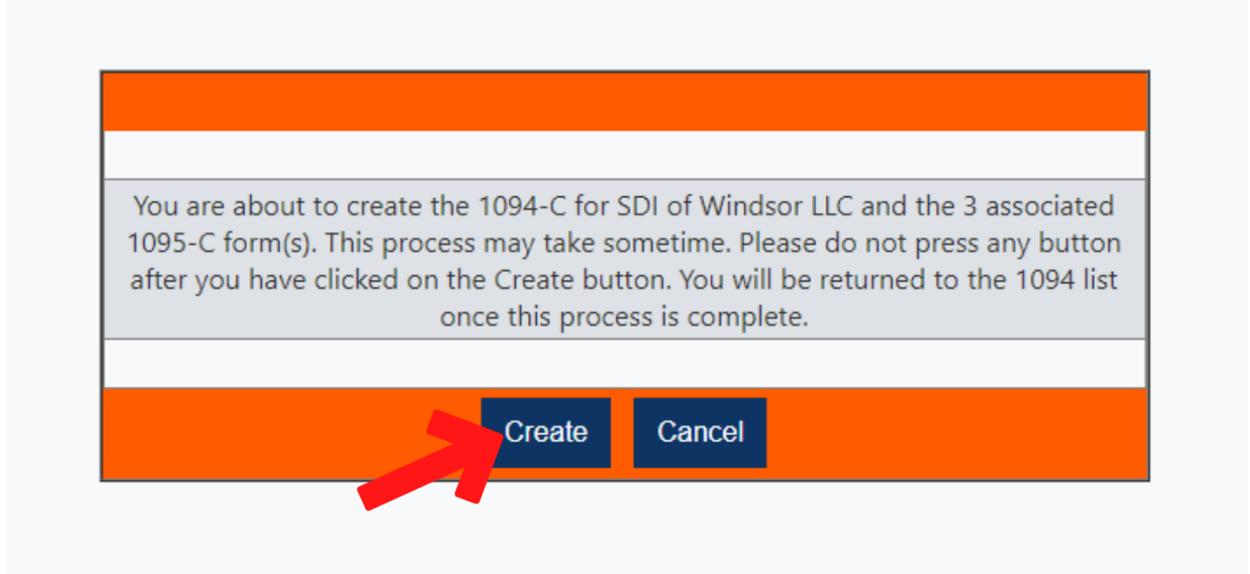
[Return](#)

Create Efile for all companies 01 [Update Efile](#)

Processing Year	Ale Name	Ale Fein	Ale Contact Name	1095 Count	Report
2022	Sonic of Macon, LLC			5	Create
2022	SDI of Boonville LLC			3	Create
2022	SDI of Windsor LLC			3	Create
2022	SDI of State Avenue LLC			7	Create
2022	SDI of Leavenworth Road LLC			6	Create
2022	SDI of Blue Ridge Boulevard LLC			3	Create
2022	SDI of Independence Avenue LLC			3	Create
2022	Sonic of Trenton LLC			6	Create
2022	Sonic of Savannah LLC			6	Create
2022	SDI of Brookfield LLC			1	Create
			Total Count	43	



Click create next to the ALE under the Report column.



You will see this message box explaining which ALE you are printing for and how many associated 1095-Cs will print. Click create, then wait just a moment and you will notice the "Create" has changed to "Print/ Unlock". Simply click "Print" next to the ALE you are ready to print.

1094-C List [Help](#)

[Return](#)

Create Efile for all companies 01 [Update Efile](#)

Processing Year	Ale Name	Ale Fein	Ale Contact Name	1095 Count	Report
2022	Sonic of Macon, LLC			5	Print Unlock
2022	SDI of Boonville LLC			3	Print Unlock
2022	SDI of Windsor LLC			3	Print Unlock
2022	SDI of State Avenue LLC			7	Create
2022	SDI of Leavenworth Road LLC			6	Create
2022	SDI of Blue Ridge Boulevard LLC			3	Create
2022	SDI of Independence Avenue LLC			3	Create
2022	Sonic of Trenton LLC			6	Create
2022	Sonic of Savannah LLC			6	Create
2022	SDI of Brookfield LLC			1	Create
				Total Count	43

Finally, you can print/save the PDF. The number of pages should be 3 plus the total number of 1095-s associated with that ALE. So, if there are 5 1095-s with that ALE, there should be 8 total pages to print.

1094-359_0-000000000_20230206_094113.pdf | 1 / 6 | 100% | [Icons]

120118

Form **1094-C** Transmittal of Employer-Provided Health Insurance Offer and Coverage Information Returns CORRECTED OMB No. 1545-2251
Department of the Treasury Internal Revenue Service
Go to www.irs.gov/Form1094C for instructions and the latest information. **2022**

Part I Applicable Large Employer Member (ALE Member)

1 Name of ALE Member (Employer) LC
2 Employer identification number (EIN)
3
4
5 State or province MO
6 Country and ZIP or foreign postal code
7
8 Contact telephone number
9 Name of Designated Government Entity (only if applicable)
11 Street address (including room or suite no.)
12 City or town
13 State or province
14 Country and ZIP or foreign postal code
15 Name of person to contact
16 Contact telephone number
17 Reserved

For Official Use Only
[Barcode]

18 Total number of Forms 1095-C submitted with this transmittal 3
19 Is this the authoritative transmittal for this ALE Member? If "Yes," check the box and continue. If "No," see instructions

Part II ALE Member Information

20 Total number of Forms 1095-C filed by and/or on behalf of ALE Member 11
21 Is ALE Member a member of an Aggregated ALE Group? Yes No
If "No," do not complete Part IV.
22 Certifications of Eligibility (select all that apply):
 A. Qualifying Offer Method B. Reserved C. Reserved D. 98% Offer Method

Under penalties of perjury, I declare that I have examined this return and accompanying documents, and to the best of my knowledge and belief, they are true, correct, and complete.

Signature Title Date
For Privacy Act and Paperwork Reduction Act Notice, see separate instructions. Cat. No. 61571A Form **1094-C** (2022)

Close Window