



CertiflexDimension Ultra – ACA 1095 Filer – Fact and Feature Sheet

ACA 1095 Filer

The **ACA 1095 Filer** is a yearly licensed data storage application that accumulates ACA employee information required for the processing of IRS 1095-C forms. The ACA 1095 Filer is a middleware product designed to receive employee setup information from an external data source, track monthly employee's offers of coverage, cost and safe harbors and export 1095-C information for employer's year-end processing. A separate yearly licensed companion product, **ACA 1095 Printer**, may be added to facilitate the actual printing of 1095-C forms to Employer and Employee copies on plain paper and the IRS copy on pre-printed ACA 1095-C forms.

ACA 1095 Filer – Imports

- Imports from 'Tab Delimited' text files, 'CSV' files and embedded links from CertiflexDimension Payroll.
- Employee import fields include employee name, address, SSN, status (full-time or part-time) and dates of employment.
- A separate import is provided for self-insured companies' covered individuals (1095-C Part III) criteria with an option to include monthly coverage information per individual.
- Employee imports support auto-calculations for prior periods, which tremendously reduce setup time for the majority of employee ACA records. This is an extremely helpful utility, especially if you are creating an ACA employee database towards or even after a required year-end.
- The refresh option of the importing system syncs the ACA 1095 Filer to an employee ACA database with an external data source, automatically enabling updates to employee addresses, statuses and employment ending dates.

ACA 1095 Filer – Employee ACA Database

- Tracks monthly employee's offers of coverage, cost and safe harbors (1095-C Part II).
- Tracks monthly employee status for reporting full-time employee counts per period by type (1094-C Part III Sect. (b)).
- Tracks covered individuals and their monthly coverage criteria – self insured (1095-C Part III).
- Includes 8 repeat styles and 12 auto-calculations functions to streamline manual data entry.
- Includes convenient selections for accessing groups of employees by full-time, part-time, new hire periods and employment ending periods.
- Employer properties support full-time employees 'Limited Non-Assessment Period' definitions of '1st Partial Period' and 'After 1st, 2nd and 3rd Full Employment Periods'.
- Employer properties support up to 9 definition classes for coverage offers, costs and safe harbors per company.
- Manual database maintenance requirements are further reduced with a period processing cycle feature that includes a monthly auto-calculation feature.
- Verification utility minimizes inaccurate data by automatically enforcing 12 individual verification rules specifically designed to highlight partial or missing employer and employee ACA data. You may optionally select to include cross-reference checking on some of the most commonly misaligned employee ACA criteria.

ACA 1095 Filer – Exports

- All standard file Exports may be saved to ‘Tab Delimited’ text files, ‘CSV’ files or directly into all versions of Microsoft Excel that support Component Object Model ‘COM’ integration.
- The primary ‘ACA 1095 Detail’ export includes the following 1095-C criteria:
 - Part I (Employee).
 - Part II – Individual Monthly – Line 14, Line 15 and Line 16 detail.
- The ‘Employee Status Detail’ Export includes employee statuses (full-time, part-time and LNAP) per period.
- The ‘Covered Individual Detail’ Export includes all self-insured 1095-C Part III criteria.
- The ‘Electronic 1095-C Filing and Mail Service’ custom export interfaces to an online system that provides additional 1095-C fulfillment services.

ACA 1095 Printer

The ACA 1095 Printer is a yearly licensed 1095-C form printing application that prints 1095-C forms to plain paper and pre-printed ACA 1095-C forms. This companion application may only be utilized with an actively licensed ACA 1095 Filer application.

Print 1095-C Forms and Reports

- Optionally supports laser printing of the 1095-C forms for employer and employees on plain paper. IRS paper copies require 1095-C pre-printed forms.
- Supports employee address labels printed to label writer style printers such as ‘DYMO’. Optionally saves employee address label information to a ‘CSV’ formatted file.
- Optionally supports employee copies of 1095-C saved in individual PDF files for selected employees indicating electronic delivery consent. This advanced 1095-C printing option also creates single a ‘CSV’ formatted control list file that can be used to help automate the uploading process of individual consented employee copies of 1095-C PDF files to private web portals.
- Prints 1094-C Worksheet reports that include monthly employee counts by types of employment.

Application Requirements and IT Departmental Notes

- Minimum monitor resolution: 1200 x 800
- The current versions of the ACA 1095 Filer and the ACA 1095 Printer applications required a current (ASL) CertiflexDimension Ultra license and may only be accessed from within a CertiflexDimension Ultra installation.
- The IRS guidelines for ACA forms are complex. Operators of the ACA 1095 applications will need to be well versed in ACA compliance regulations regarding employee qualifications, employer offers, minimum value, affordability, transition reliefs and safe harbor allowances.
- IT departments need to insure all ACA 1095 application operators follow the individual employer’s Health Insurance Portability and Accountability Act (HIPAA) guidelines to safeguard the privacy of all employee related medical insurance information.

Trial Versions - ACA 1095 Filer and ACA 1095 Printer

Trial versions of the ACA 1095 Filer and the ACA 1095 Printer applications are available to all currently licensed CertiflexDimension Clients.