

Periodic Procedure: Affordable Care Act (ACA) Electronic Filing Instructions

Note: All links are blue and underlined. Select a link to navigate to a section in this document or webpage.

Important: Electronic filing is required for employers filing 10 or more information returns (i.e., 1095-C or 1095-B forms). Employers filing fewer than 10 information returns may choose to e-file, but they are not required to e-file.

- If you're electronically filing ACA forms for the first time, you must first go through the [Registration and Testing](#) process outlined in this document, which may take a week or more to complete.
- If you electronically filed ACA forms last year, you don't need to repeat the Registration and Testing process. Use the same TCC number as last year. Skip to the Electronic Filing (Submitting Production Files) section below for instructions.

Registration and Testing

1. Apply for a Transmitter Control Code (TCC) from the IRS

Important: Select **Issuer** for your TCC role.

This code is required to transmit ACA forms electronically. To get a TCC, register with IRS e-services (see [IRS e-file Provider Services](#) for more information) and complete the ACA Application for TCC. Once your application is approved, you can review and update your application as needed.

See [instructions from the IRS](#) to learn how to complete the Affordable Care Act (ACA) Application for Transmitter Control Code (TCC).

2. Receive communications test files from PUBLIQ Software

Your TCC is initially set to **test** mode. You must pass a communications test before submitting actual ACA data files (Production files). You only have to pass this test once, and you will not have to redo it in subsequent years.

When you receive your TCC, contact PUBLIQ Software to receive a **Manifest** and **Form Data** file to transmit for the communications test.

Important: You must have an **issuer** TCC to receive test files from PUBLIQ.

After receiving the TCC, you must wait 48 hours before submitting a communications test file.

3. Submit communications test files

Important: The **Test** system is separate from the **Production** system. The link below leads to the **Test** system. Production files submitted to the Test system will be rejected.

1. Log in to the [AIR User Interface \(UI\) ACA Assurance Testing System \(AATS\)](#).
2. Submit the communications test files.
Make sure to select the correct file types.

Note: Contact PUBLIQ if the files are rejected or accepted with errors.

Once the files are accepted, save or print your **Receipt ID**.

4. Call the IRS Help Desk to change status from Test to Production

Once the communications test files have been accepted, call the IRS Help Desk (Option #2) to move from **Test** to **Production** status. Production status is required to submit ACA files.

After you call the IRS Help Desk, the IRS verifies and approves the files. They call you back to confirm your status has changed from Test to Production. Once you have Production status, you must wait 48 hours before submitting data files.

Electronic Filing (Submitting Production Files)

Once you have completed the Registration and Testing process above, you are ready to create and submit actual ACA files.

See the **Affordable Care Act Overview** document on the [Periodic Procedures](#) webpage for assistance creating employee insurance records and preparing insurance forms.

See the **Form 1095-B or Form 1095-C instructions** in the Affordable Care Act Overview document when you're ready to submit forms to the IRS.