

Q6: How do users create corrections for E-File and/or Fulfillment?

12/03/2024 4:54 pm CST

First, users would need to navigate into their batch to click on the 1094 and/or 1095 hyperlinks within the Batch Options box to select the Employer (Company) and/or Employees, depending on what's being corrected. Please review the IRS Instructions for the [ACA-B](#) or [ACA-C](#) series in regards to corrections. Then, the user would navigate to the Employer (Company) being corrected to make any necessary updates. See [Q6a](#) and [Q6b](#) below.

The screenshot displays a software interface for managing a batch. The main window shows the following details:

- Batch: ACA-C
- Year: 2019
- Batch Name: 12.20 C
- Batch ID: 216177
- Count: 3
- 1095 Cnt: 16
- Error: (Green checkmark)
- Lock: (Green lock icon)
- E-File: (Red X) 02/04/2020
- Fulfillment: (Green checkmark) 02/07/2020
- Batch Options: Edit Filenames: Level 1 | Level 2 | Level 3
- Corrections: 1094s | 1095s (highlighted in yellow)
- Currently Selected

A dialog box titled "Correct 1094s" is open, showing a table of companies with checkboxes for selection:

Company	EIN	Company ID
<input checked="" type="checkbox"/> 2017 ACA-C Test Company Upload C	32-2562562	
<input type="checkbox"/> 2017 ACA-C Test Company Upload D	77-2828282	
<input type="checkbox"/> 2019 ACA-C Test Company Uploader	33-2336335	