

Q7: How do users create corrections for State E-File?

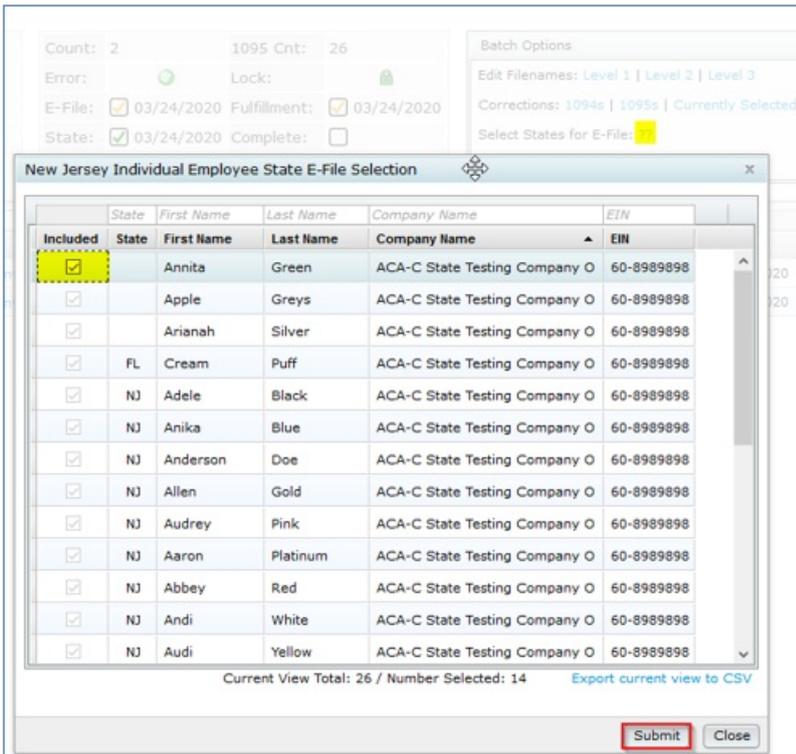
12/03/2024 4:56 pm CST

If at least the State E-File status has been updated to "Submitted", then the user can proceed with State corrections by clicking on the 1095 hyperlink that appears under the **Batch Options** box for *Corrections*. Next, the user can select as many Employees that need to be corrected and click on "Enable Correction". **Note:** The "State" column is the State that appears on the Employee's 1095. If the Employee lives outside of the selected State, but was E-Filed, that State will appear under "E-Filed In Other States".

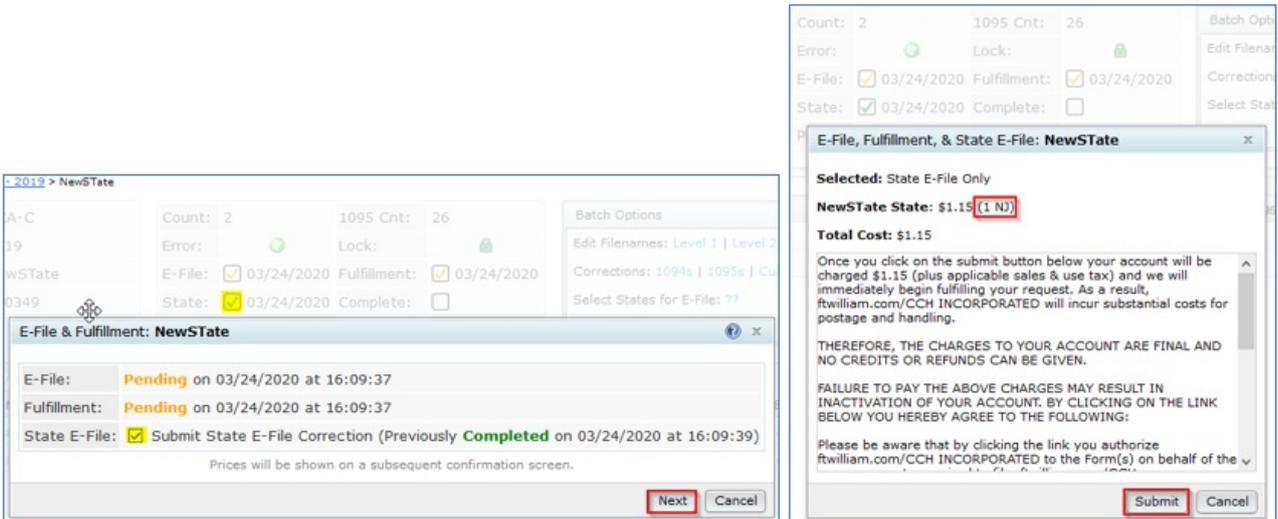
The screenshot shows the 'Correct 1095s' window. At the top, there are summary statistics: Count: 2, 1095 Cnt: 26, Error: (green checkmark), Lock: (lock icon), E-File: (checked) 03/24/2020, Fulfillment: (checked) 03/24/2020, State: (checked) 03/24/2020, Complete: (unchecked). The 'Batch Options' section includes 'Edit Filenames: Level 1 | Level 2 | Level 3', 'Corrections: 1094s | 1095s', and 'Select States for E-File: ??'. The main table lists employees with columns: Company, EIN, Company ID, Last, First, SSN, DOB, State, and E-Filed In Other States. The 'State' and 'E-Filed In Other States' columns are highlighted in red. The 'E-Filed In Other States' column for the selected employee (Green Annita) is highlighted in yellow. At the bottom, the 'Enable Correction' button is highlighted in red, and the status bar shows 'Current View Total: 26 / Number Selected: 1'.

Company	EIN	Company ID	Last	First	SSN	DOB	State	E-Filed In Other States
<input type="checkbox"/>	ACA-C State Testing Company O	60-8989898	Barber	Sammy	011-01-0011		UT	NJ
<input type="checkbox"/>	ACA-C State Testing Company O	60-8989898	Black	Adele	887-67-4647		NJ	N/A
<input type="checkbox"/>	ACA-C State Testing Company O	60-8989898	Blue	Anika	558-55-8558		NJ	N/A
<input type="checkbox"/>	ACA-C State Testing Company O	60-8989898	Doe	Anderson	226-22-6226		NJ	N/A
<input type="checkbox"/>	ACA-C State Testing Company O	60-8989898	Gold	Allen	137-13-7137		NJ	N/A
<input checked="" type="checkbox"/>	ACA-C State Testing Company O	60-8989898	Green	Annita	449-44-9449			N/A
<input type="checkbox"/>	ACA-C State Testing Company O	60-8989898	Greys	Apple	101-01-0101			NJ
<input type="checkbox"/>	ACA-C State Testing Company O	60-8989898	Pink	Audrey	277-27-7277			NJ
<input type="checkbox"/>	ACA-C State Testing Company O	60-8989898	Platinum	Aaron	589-99-9774			NJ
<input type="checkbox"/>	ACA-C State Testing Company O	60-8989898	Puff	Cream	020-22-0002			FL

Once corrections have been enabled, the user will also need to click on "Select States for E-File" to select the Employee(s) for the applicable State.



After the user has prepared the State corrections, the user can check the "State" check box, which will direct the user to check the box to "Submit State E-File Correction". The user should click "Next" to proceed to the "E-File, Fulfillment, & State E-File" box to review the number of Employees selected and review the verbiage before clicking on "Submit".



The user is able to hover over the "State" check box to review the History of when batch submissions were made.

