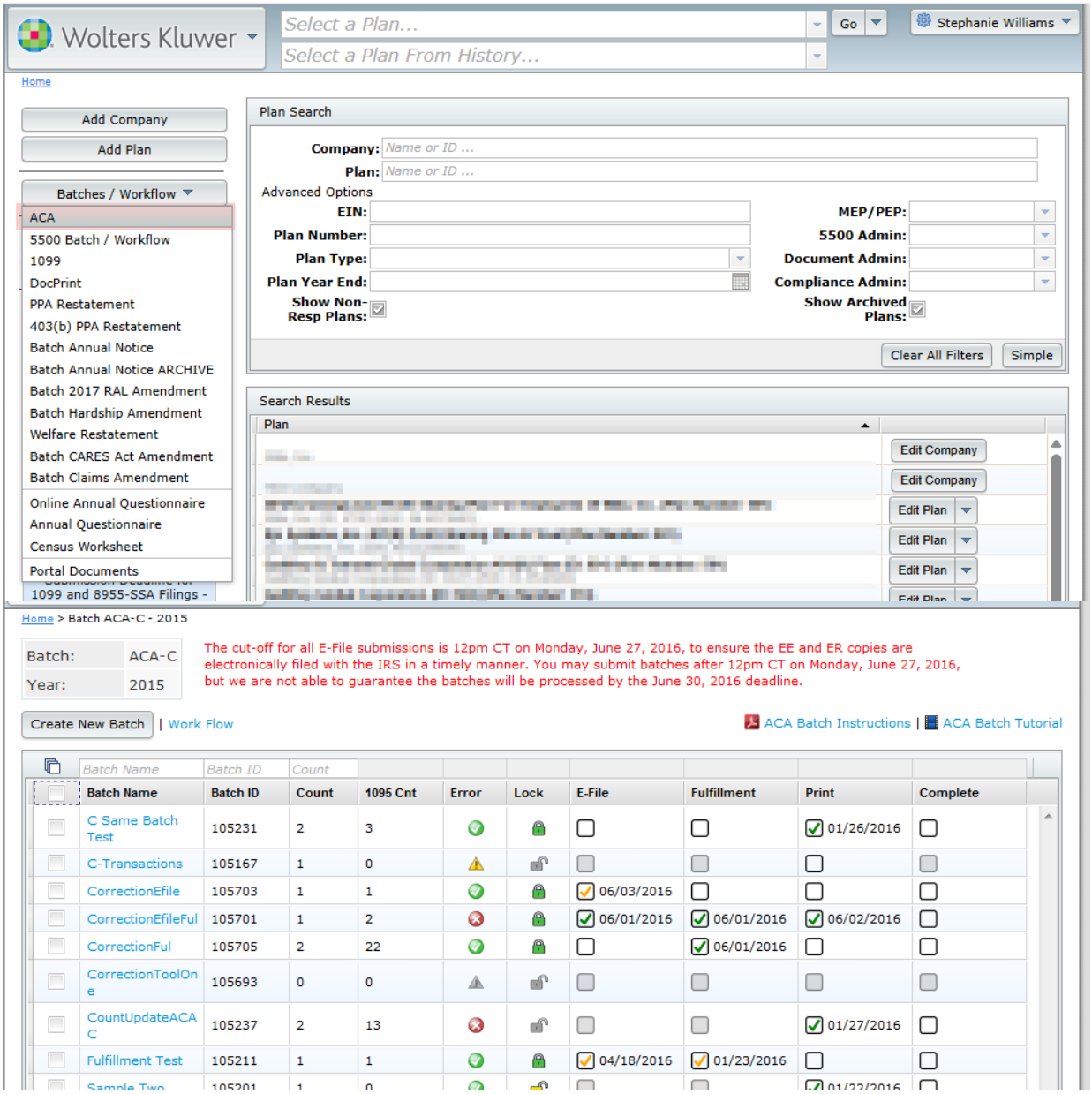
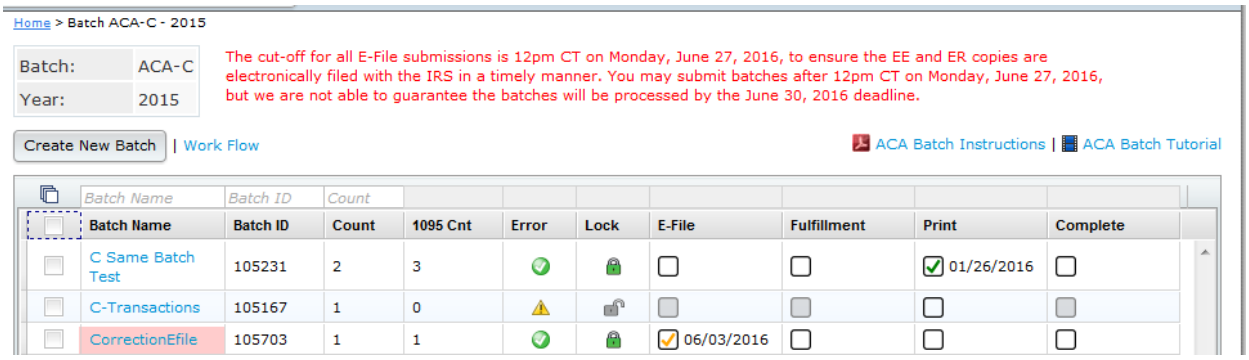
My batch has errors. How do I go about correcting?

11/17/2026 4:45 pm CST

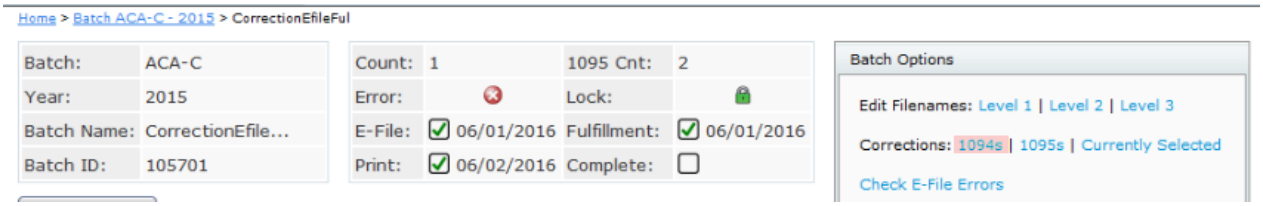
1. Access the ACA Batch (Home screen-> Batches/Workflow-> ACA-> Form selection-> OK-> Batch ACA screen)



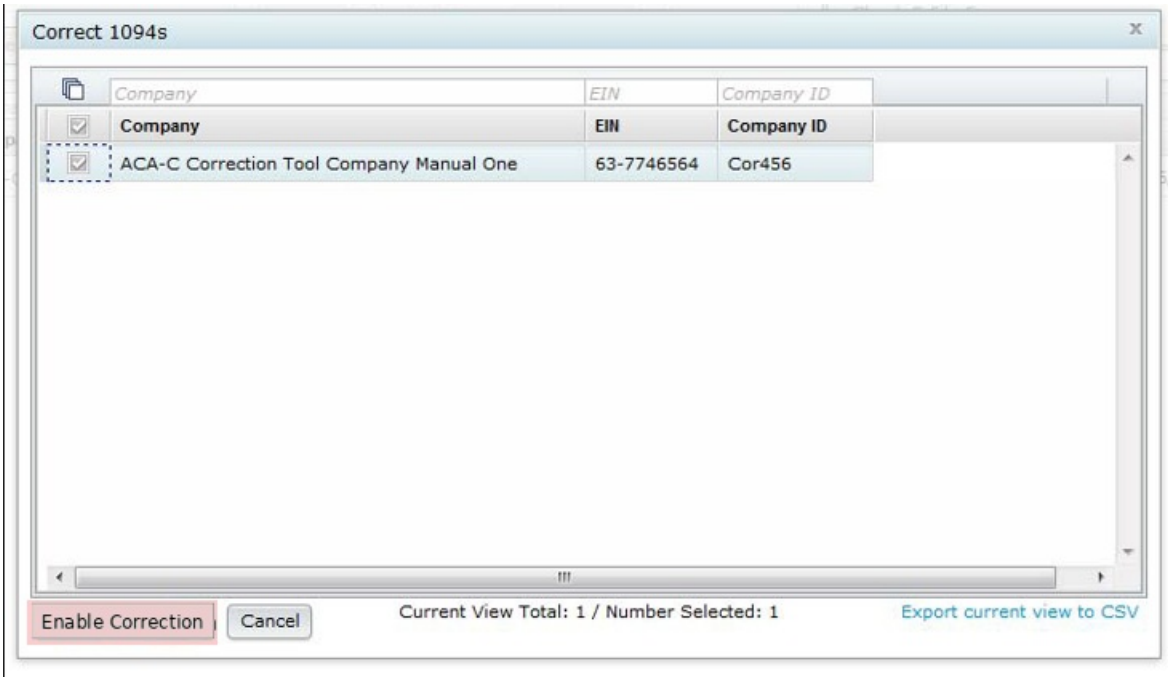
2. Click on your original batch name. Note: you WILL NOT need to create a separate batch to complete the correction.



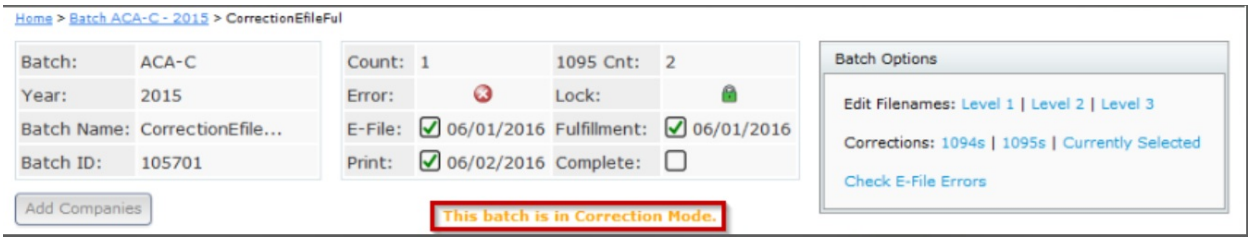
3. Within the "Batch Options" box, click on "1094s" next to "Corrections" if you need to make a correction to a 1094. Note: dates will be reflected from your original batch submission (or if a correction was already completed, the most recent correction date); once your correction is processed, new dates will be reflected for your batch. We highly recommend taking a screenshot or making note of the original dates for your batch to maintain in your records.



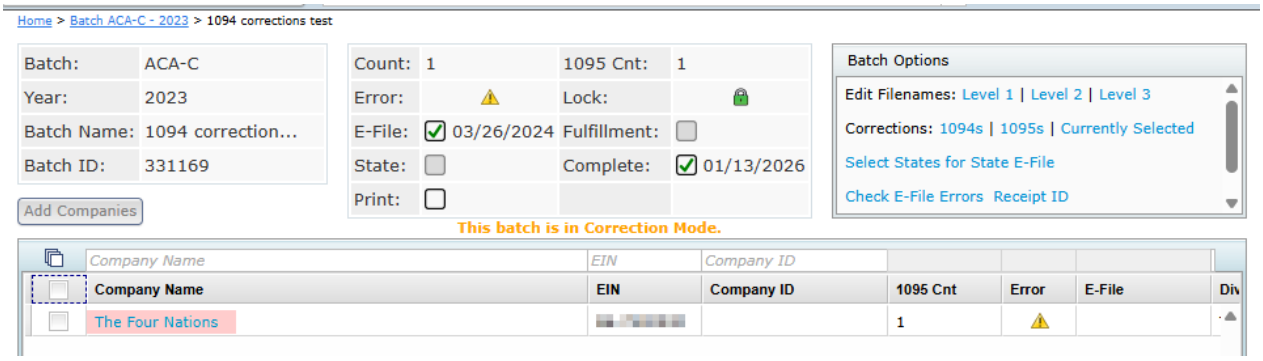
4. Check the box next to the company(ies) that need to be corrected and click on "Enable Correction".



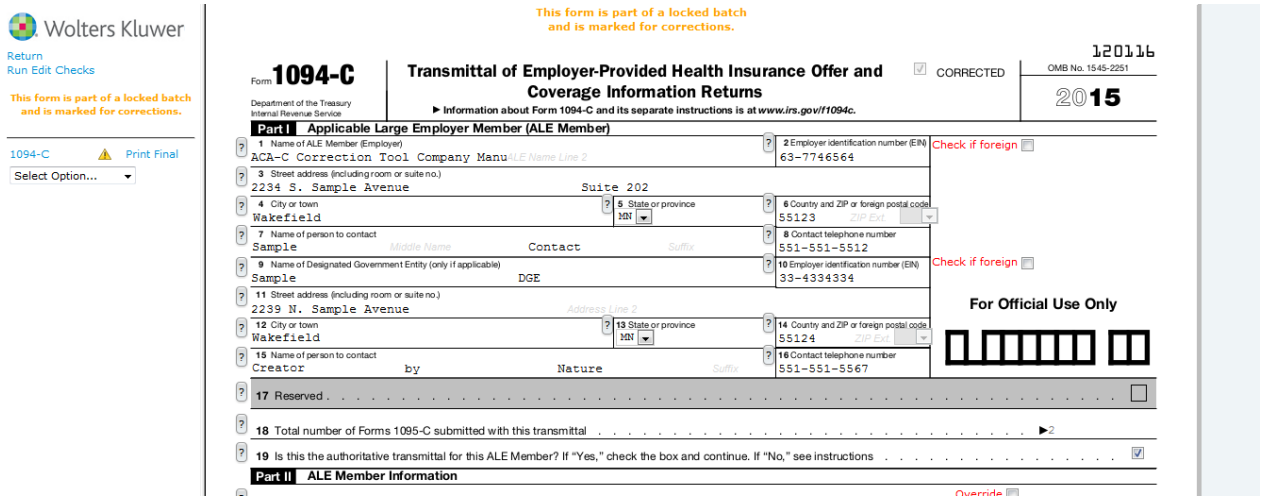
5. Your batch will now reflect that it is in Correction Mode.



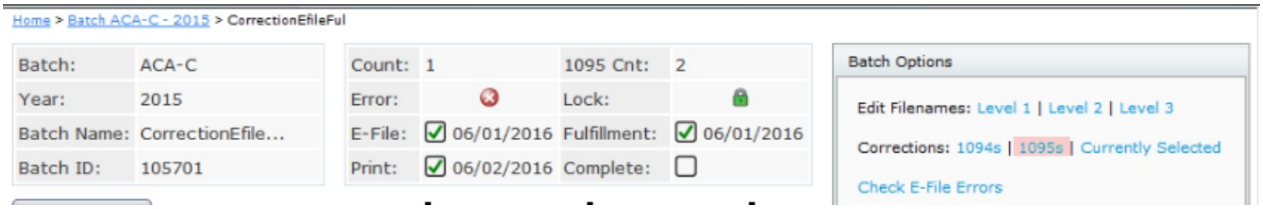
6. Click on your Company Name within the "Company Name" column.



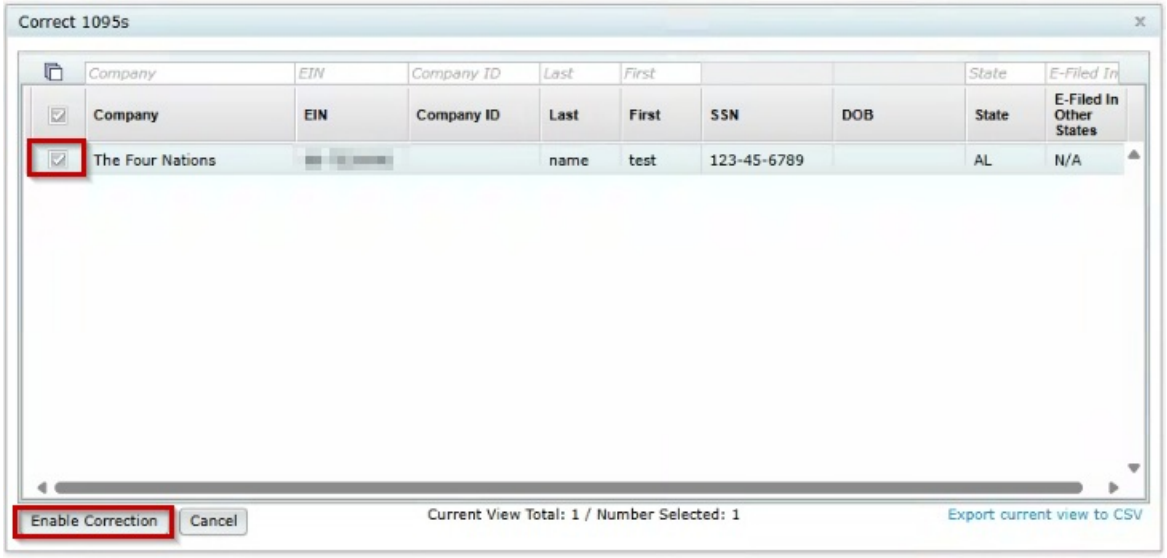
7. A new window or tab (depending on your browser settings) will open up to the form, allowing you to make changes. Make your changes directly onto the draft form (Note: the changes you need to make to the form(s) in your batch are not able to be uploaded via CSV file).



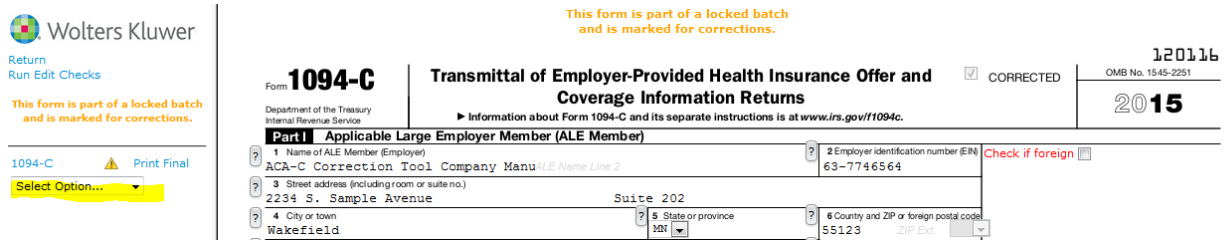
8. After making your changes, close the window or tab, to return to the screen you were on when you clicked on your Company Name (#6, above). If you need to make changes to Employees (1095s), click on "1095s" within the "Batch Options" box.



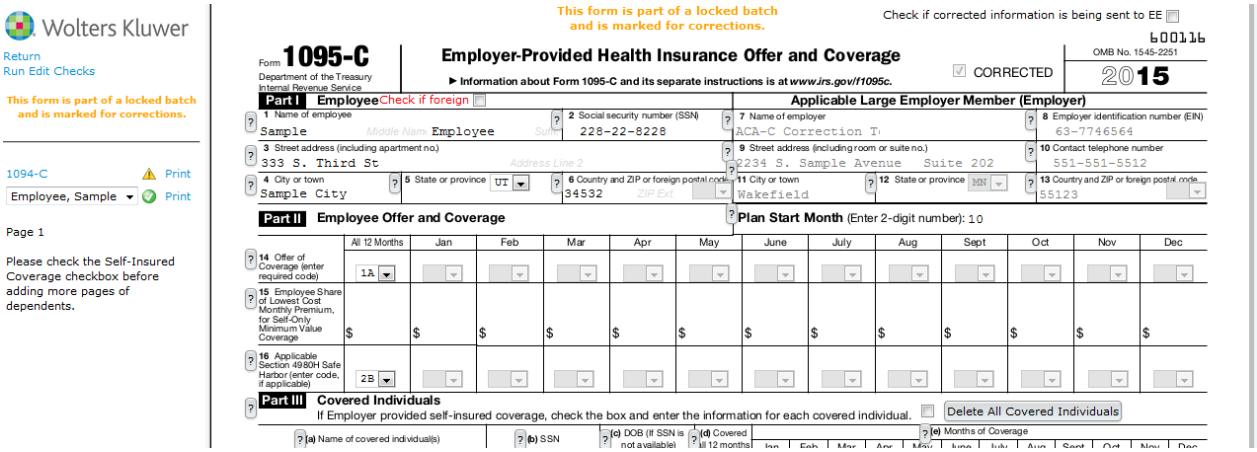
9. Check the box(es) next to the Employee(s) you are needing to correct, then click on “Enable Correction”.

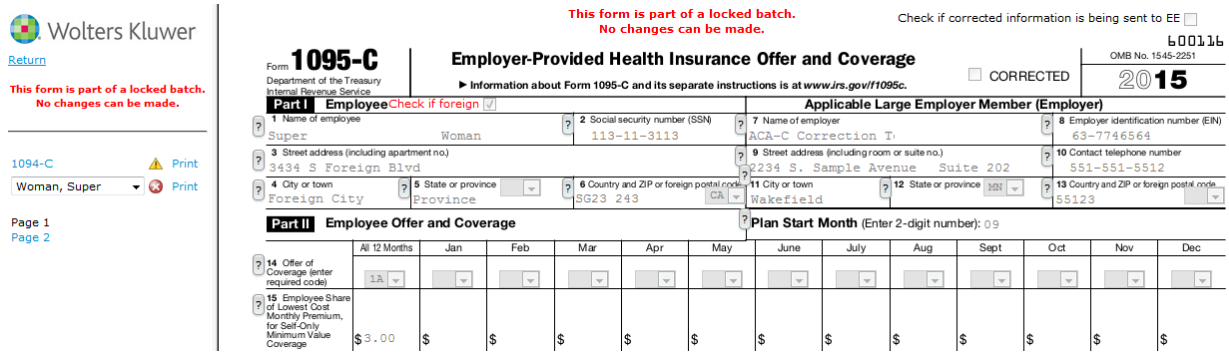


10. Click on your Company Name and when the new window or tab opens (as described in #7, above), choose your Employee(s) from the drop-down list to edit.

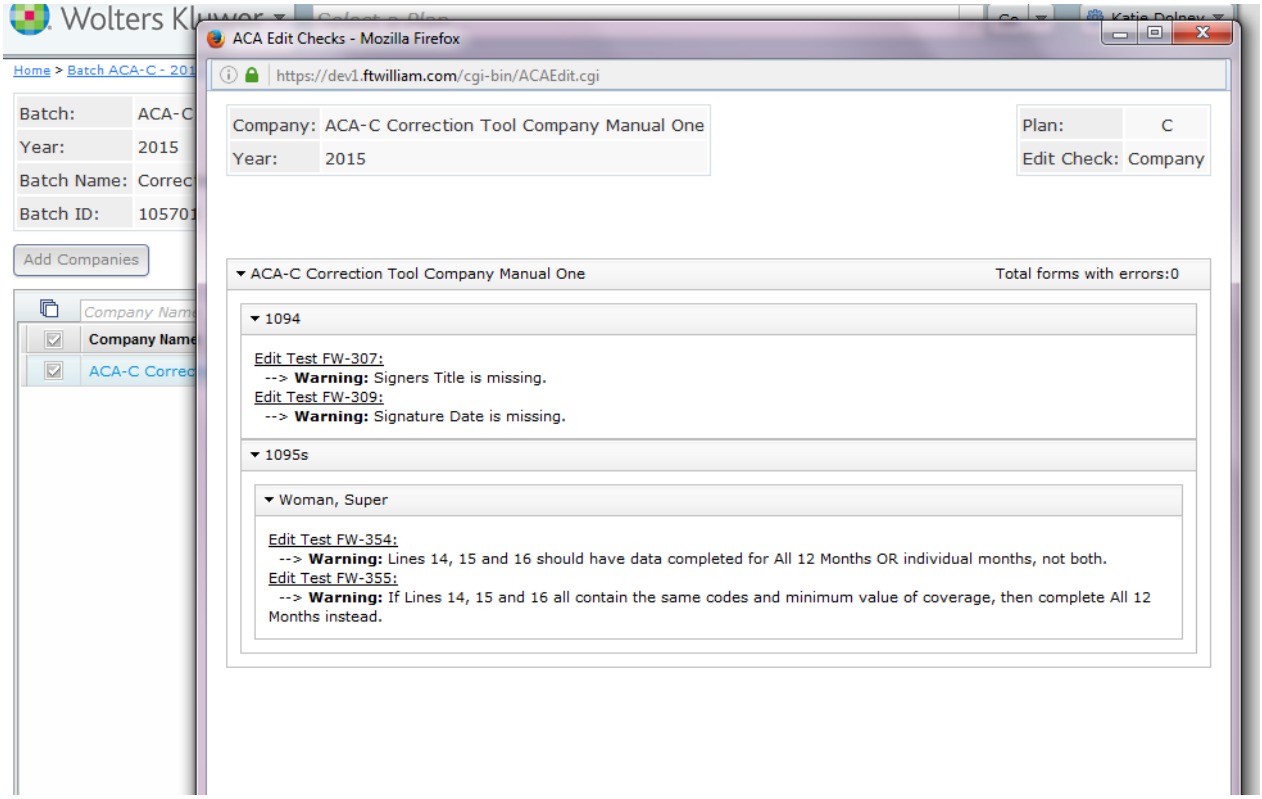


11. Once viewing your Employee’s form, the fields will be editable. Make your changes and close out of the window or tab when done. Note: if you attempt to edit an Employee’s form that was not selected in the batch to be corrected, you will need to return to the batch and select him/her before you may edit (see second screenshot, below).

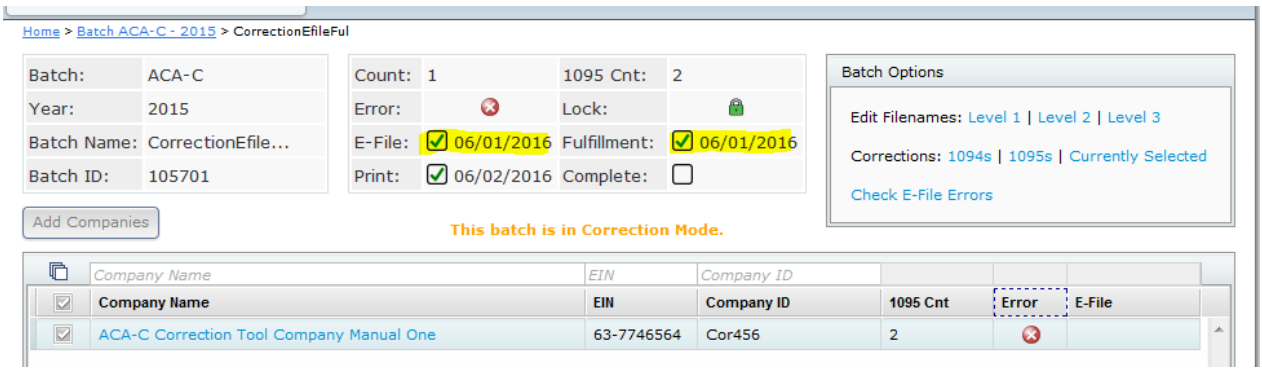




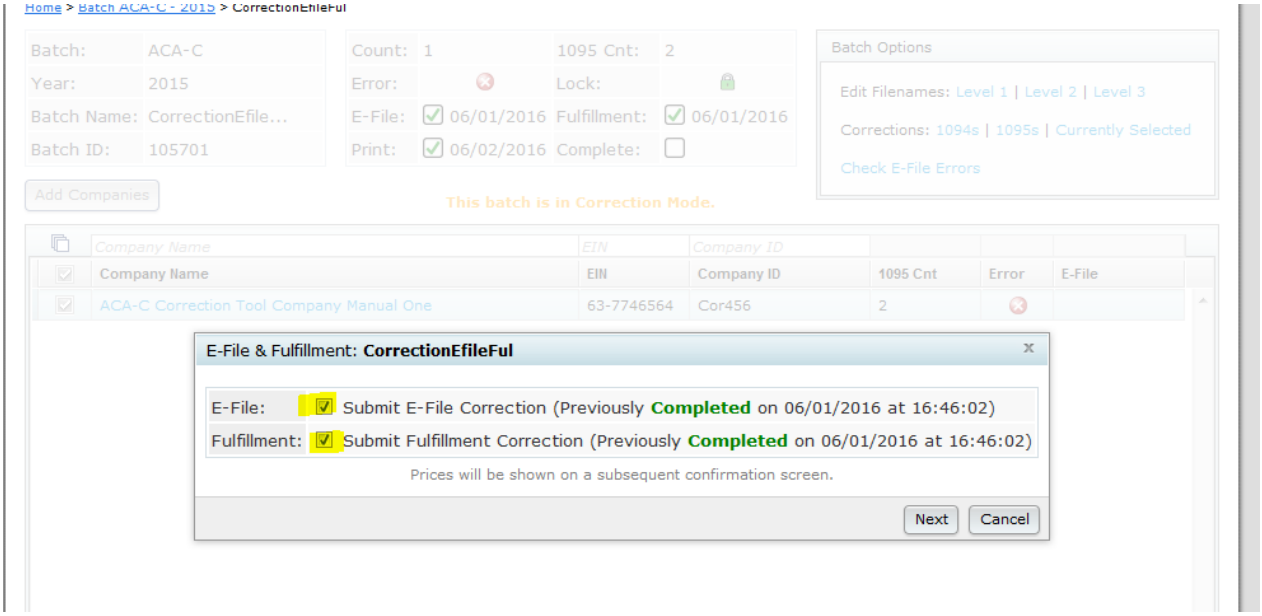
12. After completing your changes, run edit checks within your batch by clicking on the red x in the “Error” column. Note: “warning” edit checks will allow your batch to be locked/submitted for filing or fulfillment.



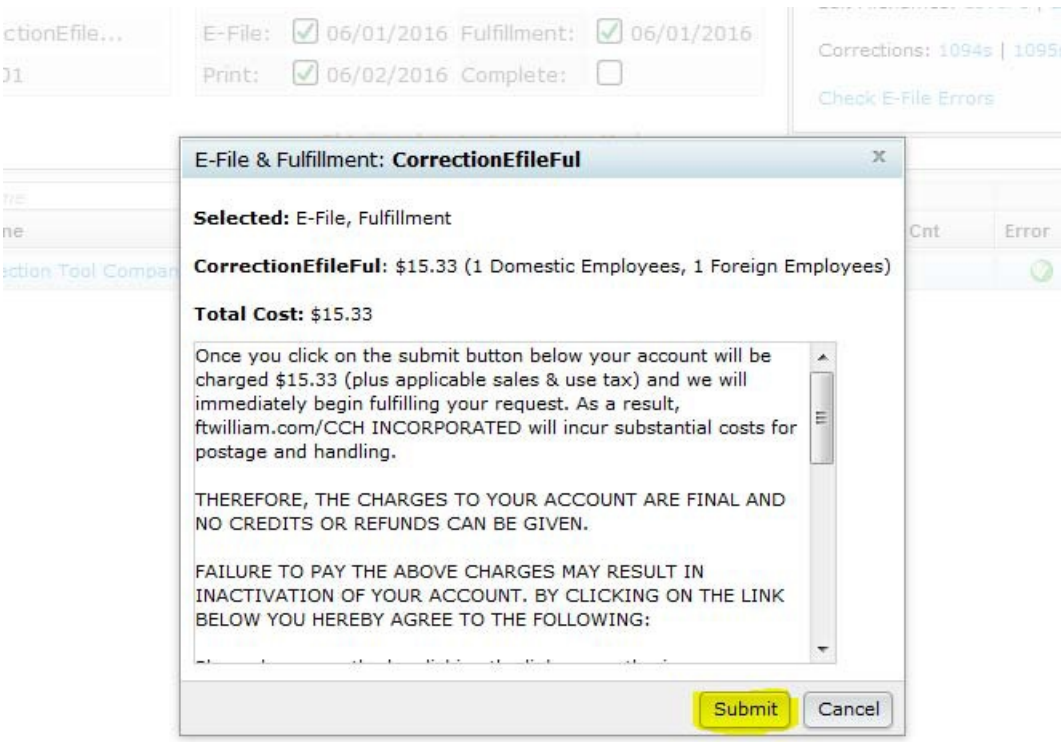
13. Click on either the green check mark (or red check mark, depending on the status from your original batch) to submit your correction for e-filing and/or fulfillment.

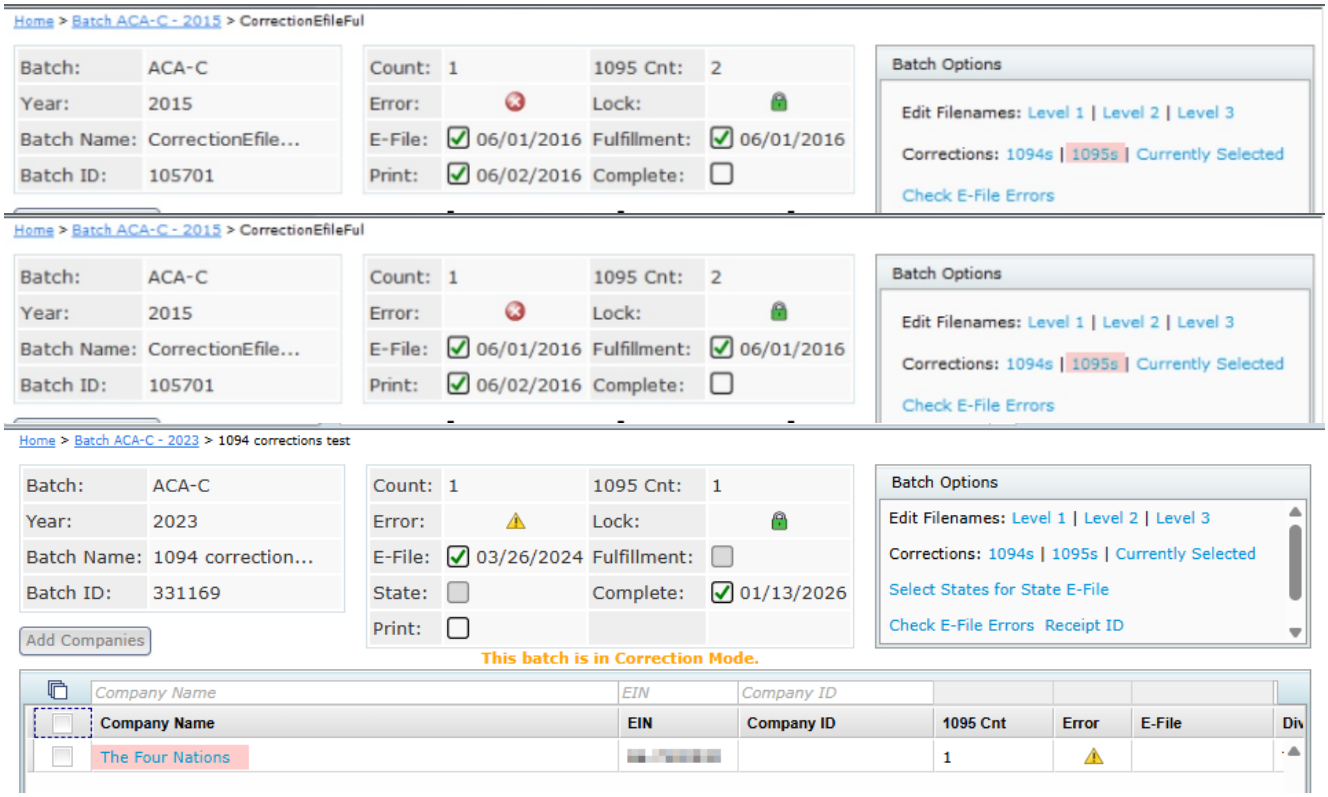


14. Check the box(es) next to the option(s) you would like to select for your correction to be processed and click on "Next".



15. A screen will display with the total charges for your batch. Click on "Submit". Your batch has now been submitted to ftwilliam.com


E-File & Fulfillment: CorrectionEfileFul
Selected: E-File, Fulfillment
CorrectionEfileFul: $15.33 (1 Domestic Employees, 1 Foreign Employees)
Total Cost: $15.33
Once you click on the submit button below your account will be charged $15.33 (plus applicable sales & use tax) and we will immediately begin fulfilling your request. As a result, ftwilliam.com/CCH INCORPORATED will incur substantial costs for postage and handling.
THEREFORE, THE CHARGES TO YOUR ACCOUNT ARE FINAL AND NO CREDITS OR REFUNDS CAN BE GIVEN.
FAILURE TO PAY THE ABOVE CHARGES MAY RESULT IN INACTIVATION OF YOUR ACCOUNT. BY CLICKING ON THE LINK BELOW YOU HEREBY AGREE TO THE FOLLOWING:
Submit
Cancel


Home > Batch ACA-C - 2015 > CorrectionEfileFul
Batch: ACA-C
Year: 2015
Batch Name: CorrectionEfile...
Batch ID: 105701
Count: 1
1095 Cnt: 2
Error:
Lock:
E-File: 06/01/2016
Fulfillment: 06/01/2016
Print: 06/02/2016
Complete:
Batch Options
Edit Filenames: Level 1 | Level 2 | Level 3
Corrections: 1094s | 1095s | Currently Selected
Check E-File Errors
Home > Batch ACA-C - 2023 > 1094 corrections test
Batch: ACA-C
Year: 2023
Batch Name: 1094 correction...
Batch ID: 331169
Count: 1
1095 Cnt: 1
Error:
Lock:
E-File: 03/26/2024
Fulfillment:
State:
Complete: 01/13/2026
Print:
Batch Options
Edit Filenames: Level 1 | Level 2 | Level 3
Corrections: 1094s | 1095s | Currently Selected
Select States for State E-File
Check E-File Errors Receipt ID
Add Companies
This batch is in Correction Mode.
Company Name
EIN
Company ID
1095 Cnt
Error
E-File
The Four Nations
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