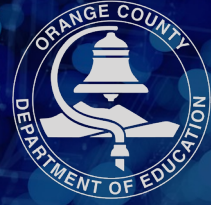


ACA Correction Instructions



OCDE PR HELPDESK 01/29/2021

STEP 1 Correct 1095-C Form

Prepare a new Form 1095-C

- Link to Form: [IRS 1095-C Template](#)

Enter "X" in the "CORRECTED" checkbox at the top of the form

Upload a copy of revised 1095-C to OCDE's [SFTP Website](#) for our records

STEP 2 Correct 1094-C Form

Prepare a new Form 1094-C

- Link to Form: [IRS 1094-C Template](#)

Enter "X" in the "CORRECTED" checkbox at the top of the form

Upload a copy of revised 1094-C to OCDE's [SFTP Website](#) for our records

STEP 3 Correct 1094-C Form

Mark EIS as corrected through Payroll System (After 1/31)

- Payroll> Employee> Employee Maintenance> View EIS Information
 - Click View 1095-C History
 - Click Issue/Remove Correction

Mail new 1095-C to employee

STEP 4 Send Corrected 1095-C & 1094-C to IRS (After 3/31)

**Please Note: This must be done after OCDE has electronically filled to IRS.*

Send Corrected Forms 1095-C & 1094-C to IRS via the address below:

- Department of the Treasury Internal Revenue Service Center
P.O. Box 219256 Kansas City, MO 64121-9256

Link to Instructions (Page 5): [IRS 1094/5-C Instructions](#)

If you have any questions regarding this ACA Correction process please contact acahelp@ocde.us.