

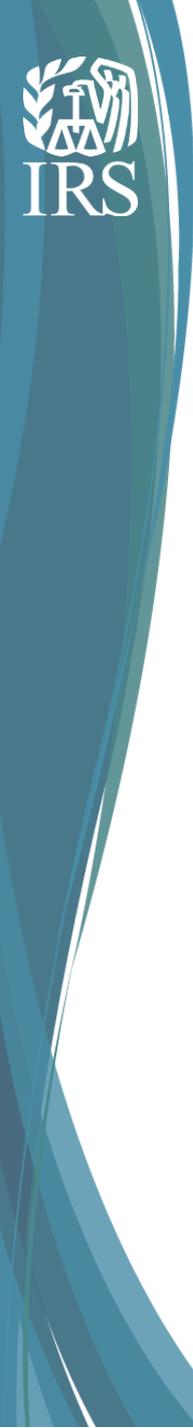


***Affordable Care Act (ACA)
Information Returns (AIR)***

Working Group Meeting

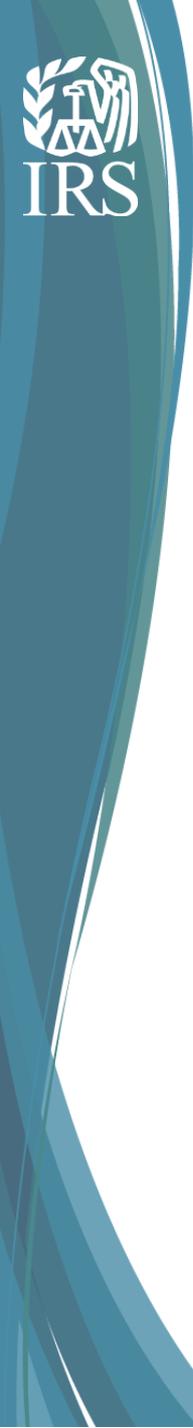
March 14, 2017

Affordable Care Act Information Returns (AIR)
Program



Today's Topics

- Filing Season 2017 Lessons Learned
- Filing Due Dates
 - ✓ The due dates for filing 2016 information returns with the IRS remain unchanged for 2017. The 2017 due dates are February 28 for paper filers and March 31 for electronic filers.
- Extensions Of Time to File
- Waiver from Filing Electronically



Filing Season 2017 Lessons Learned

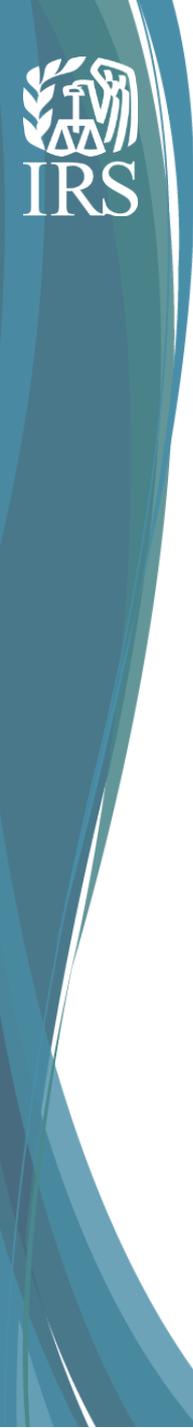


Filing Season 2017

Use the current Schema or WSDL

- **Schema (UI Channel):** use the latest version of the FS17/TY16 Schema found on IRS.gov
- **WSDL (A2A Channel):** use the latest version of the FS17/TY16 Schema within the FS17-TY16 Production WSDL Package

Note: The FS17-TY16 Production WSDL Package can be requested through the AIR Mailbox (airmailbox@irs.gov) once the TCC application has been completed and approved. The Responsible Official, or an official identified as a Contact on the AIR TCC (Transmitter Control Code) Application, must send an email to the AIR Mailbox with "WSDLs for Tax Year 2017" in the subject line. The email request must include your company name and AIR TCC.

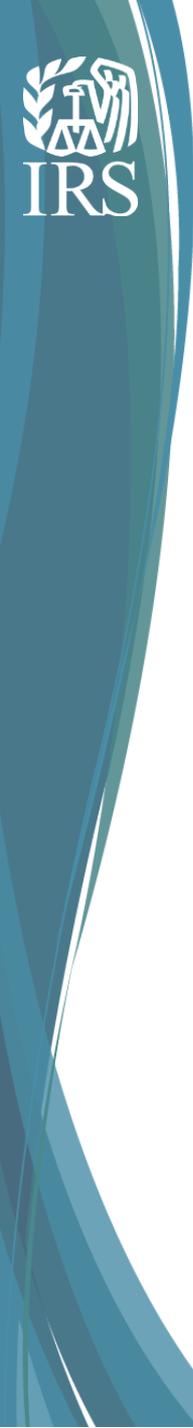


Filing Season 2017

Ensure you are using the Filing Season 2017 Manifest files for all Transmissions submitted into Production and AATS:

- **UI Channel:** use the latest version of the FS17/TY16 Schema found on IRS.gov to create the “ACA Business Header” and “Request Manifest Details”

- **A2A Channel:** use the latest version of the FS17/TY16 Schema within the FS17-TY16 Production WSDL Package to create the “ACA Business Header”, “Request Manifest Details” and the security elements



Filing Season 2017

For TY2016 Forms

- **UI Channel:** use the latest version of the FS17/TY16 Schema found on IRS.gov
- **A2A Channel:** use the latest version of the FS17/TY16 Schema within the FS17-TY16 Production WSDL Package

For TY2015 Forms (Prior Year)

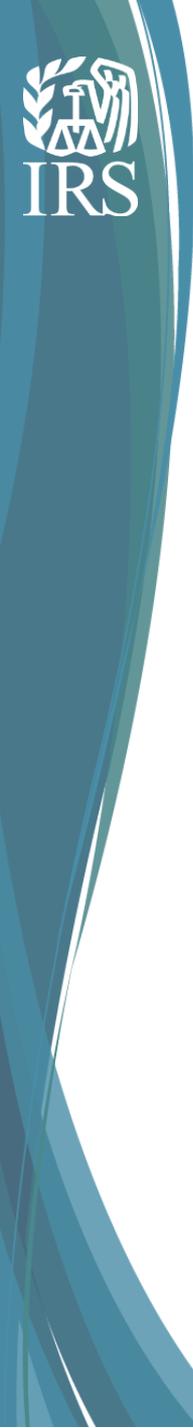
- **UI Channel:** use the Form Data Files within the Tax Year 2015 Schema Version 2015v8 found on IRS.gov
- **A2A Channel:** use the latest version of the Tax Year Schema within the AIR WSDL 2015 Package



Filing Season 2017

To generate tax year 2015 returns in AATS and Production use:

- Manifest file from tax year 2016 schema package
- Form data file from tax year 2015 schema package
- PaymentYr value “2015”
- PriorYearDataInd value “1”
- Software Id for 2015 (2015 software Ids start with **15XXXXXXXXX**)



Filing Season 2017

Issue: Manifest-002

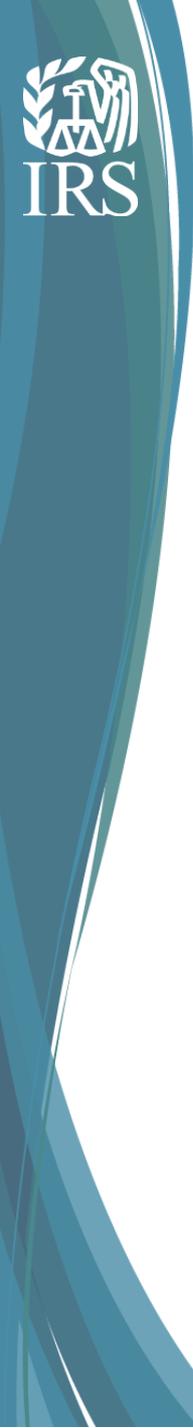
Cause: The Form Schema “TaxYr” element contains ‘2015’ but the Manifest Schema “PriorYearDataInd” element has a ‘0’.

Solution: When filing for tax year 2015; update the manifest element ‘PriorYearDataInd’ element to be True (enter a ‘1’).

Issue: AIRSH100

Cause: Improper use of prefix for the elements BirthDt and TaxYr

Solution: The prefix for elements BirthDt and TaxYr should be associated with the namespace “urn:us:gov:treasury:irs:ext:aca:air:ty16” not the namespace “urn:us:gov:treasury:irs:common”.



Filing Season 2017

Issue: AIRSH100

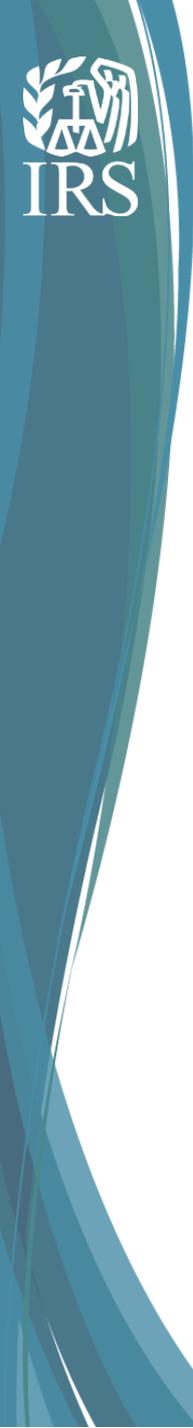
Cause: Improper use of the element “QlfyOfferMethodTrnstReliefInd” for tax year 2016

Solution: Remove the element “QlfyOfferMethodTrnstReliefInd” from the Form Data File.

Issue: AIRSH100

Cause: Improper namespace in the Form Data file for TY2015

Solution: Use the namespaces as presented in the TY2015 Form Data Schema for the payload attachment. For example:
xmlns="urn:us:gov:treasury:irs:ext:aca:air:7.0" in the Business Header of the Form Data file



Filing Season 2017

Issue: TPE1105

Cause: Malformed message error

- Sending the message to a non-existent service
 - AATS Transmission – `/airp/aca/a2a/1095BC_Transmission_AATS`
 - AATS Status Request –
`/airp/aca/a2a/1095BC_Status_Request_AATS`
 - Production Transmission – `/airp/aca/a2a/1095BC_Transmission`
 - Production Status Request – `/airp/aca/a2a/1095BC_Status_Request`
- Special characters in the HTTP headers or boundaries
- Incorrect values for HTTP headers (A2A)
 - Content-Type (HTTP): `multipart/related; type="application/xop+xml"; start="<rootpart>"; start-info="text/xml"; boundary="Part_1_195420953.1451508837622"`
 - Content-Type (Envelope part): `application/xop+xml; charset=UTF-8; type="text/xml"`
 - Content-Type (Attachment part): `text/xml; charset=us-ascii`



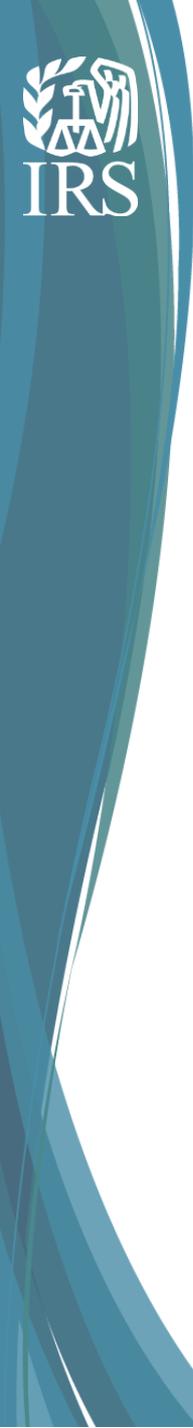
Filing Season 2017

Issue: TPE1106

Cause: Improper namespace in the Manifest

Solution:

- UI Users use the “IRS-ACAUserInterfaceHeaderMessage.xsd” from the Filing Season 2017 (FS17) Schema to create the Manifest
- A2A Users use the “ACABusinessHeaderMessage.xsd” from the Filing Season 2017 (FS17) WSDL Package to create the Manifest

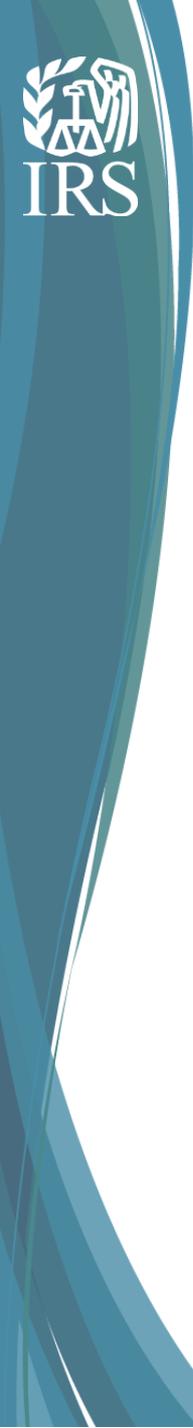


Filing Season 2017

Issue: TPE1122

Cause and Solution:

- Digest value mismatches on the signed elements (most common)
 - Make sure the message is not modified (including formatting and whitespace) after it is digitally signed.
- Not digitally signing all required elements
 - Transmissions – ACABusinessHeader, ACATransmitterManifestReqDtl, and Timestamp
 - Status Requests – ACABusinessHeader, ACABulkRequestTransmitterStatusDetailRequest, and Timestamp
- Not including a valid X.509 certificate in the KeyInfo element
 - The certificate must also be Base64 encoded.
- Transmitting the message outside the WS-Security Timestamp range (between the Created and Expires times)
 - The message must be transmitted within 10 minutes after the Created time



Filing Season 2017

Issue: TPE1128 / TPE1129

Cause: These error codes occur with authentication (TPE1128) or authorization (TPE1129) with SiteMinder. These usually occur because of revoked certificates or incorrect settings in Automated Enrollment.

Solutions:

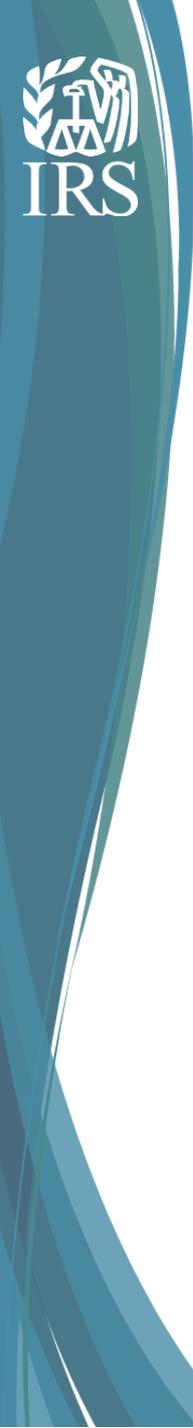
- TPE1128: Make sure the message certificate is not revoked
- TPE1129: Ensure the certificate is associated with a unique ACA account in Automated Enrollment and not with another account (e.g. MeF)



Filing Season 2017

TY2016 Namespaces

- The newest schema for TY2016 changed the namespace for several 1094/1095 B/C elements as follows:
Old - urn:us:gov:treasury:irs:ext:aca:air:**7.0**
New - urn:us:gov:treasury:irs:ext:aca:air:**ty16**
- For the manifest and TY2016 forms, make sure to use the new namespace. Still use the old namespace for TY2015 forms (e.g. for corrections/replacements).
- For TY2016, the namespace prefixes do not matter, as long as they refer to the correct namespaces.
Example 1 – message contains xmlns:irs="urn:us:gov:treasury:irs:common" and "irs:EIN" – OK
Example 2 – message contains xmlns:ns1="urn:us:gov:treasury:irs:common" and "ns1:EIN" – OK
Example 3 – message contains xmlns:irs="urn:us:gov:treasury:irs:common" and "ns1:EIN" – NOT OK



Filing Season 2017

Form file with an invalid character in the file name

- The Form Data file naming convention defined in the efile Type *AIRDocumentSystemFileNmType* includes the Form Type, a static indicator (Request), the Transmitter's TCC, the date and time (in GMT time) the transmitter submits the file. The name specifically includes the following components:

1094<form type>_Request_<TCC>_<Date>T<TimeStamp>Z.xml

For example:

1094B_Request_XXXXX_20140101T010102000Z.xml

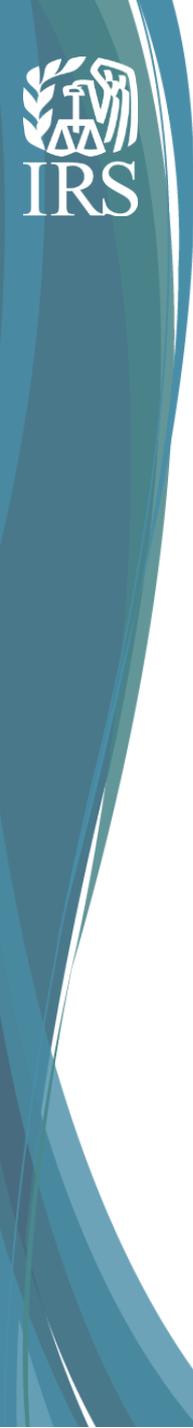
1094C_Request_XXXXX_20140101T010102000Z.xml

(Note: Please use the timezone generated by your system and not the example provided here.)

- The XML naming pattern to be used to create Form Data files is as follows:

```
<xsd:pattern value="1094[B|C]_Request_[B-DF-HJ-NP-TVZ]{2}[B-DF-HJ-NP-TV-Z0-9]{3}_[1-9][0-9]{3}(0[1-9]|1[0-2])(0[1-9]|1[0-9]|2[0-3])(0[0-9]|1[0-9]|2[0-3])(0[0-9]|1[0-9]|2[0-3])(0[0-9]|1[0-9]|2[0-3])Z.xml">
</xsd:pattern>
```

(Reference section 3.3 in Publication 5258 for additional information on the Form Data File Naming Convention).



Form 1094-B Top Business Rules Setting		
Rule Number	Rules Text	Solution
1094B-007-01	Form 1094B 'BusinessName' and 'EmployerEIN' must match the IRS database.	Verify names and EIN
1094B-012	Form 1094B 'Form1095BAttachedCnt' must match the count of Form 1095Bs attached to Form 1094B.	Verify attached count



Filing Season 2017

Form 1094-C Top Business Rules Setting		
Rule Number	Rules Text	Solution
1094C-079	Form 1094C 'BusinessName' and 'EIN' within 'OtherALEMembersGrp' must match the efile database.	Verify names and TINS
1094C-004-01	Form 1094C, 'BusinessName' and 'EmployerEIN' in 'EmployerInformationGrp' must match the IRS database.	
1094C-075	If Form 1094C 'EIN' in 'OtherALEMembersGrp' has a value, then 'TINRequestTypeCd' within 'OtherALEMembersGrp' must have a value	Include all TINRequestTypeCds in schema
1094C-055	If Form 1094C checkbox 'AuthoritativeTransmittalInd' is checked and checkbox 'Section4980HReliefInd' is checked and none of the 'ALESect4980HTrnstReliefCd' in 'JanALEMonthlyInfoGrp' through 'DecALEMonthlyInfoGrp' have a value, then 'ALESect4980HTrnstReliefCd' in 'YearlyALEMemberDetail' must have a value.	The 'ALESect4980HTrnstReliefCd' in 'YearlyALEMemberDetail' should not be used this year. See Known Issue
1094C-028	If Form 1094C checkbox 'AuthoritativeTransmittalInd' is checked, then 'TotalForm1095CALEMemberCnt' must have a non-zero value.	On an Authoritative Transmittal, include the Total Count of all 1095Cs filed for that ALE Member.
1094C-052-01	If Form 1094C checkbox 'AuthoritativeTransmittalInd' is checked and 'AggregatedGroupMemberCd' has a choice of "Yes" indicated and no 'AggregatedGroupInd' in each of the 'JanALEMonthlyInfoGrp' through 'DecALEMonthlyInfoGrp' is checked, then checkbox 'AggregatedGroupInd' in 'YearlyALEMemberDetail' must be checked.	On an Authoritative Transmittal, if the ALE is a member of an Aggregated ALE Group, include the checkboxes for either the Yearly or Monthly Aggregated Group Indicator.



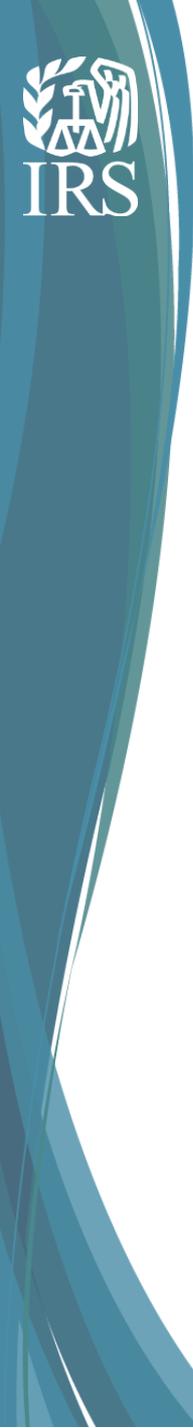
Filing Season 2017

Form 1095-B Top Business Rules Setting		
Rule Number	Rule Text	Solution
1095B-010-01	Form 1095B 'ResponsibleIndividualName' and 'SSN' within 'ResponsibleIndividualGrp' must match the IRS database.	Verify names and TINS
1095B-052-01	Form 1095B 'BusinessName' and 'EIN' within 'IssuerInfoGrp' must match the IRS database.	
1095B-055-01	Form 1095B 'CoveredIndividualName' and 'SSN' within 'CoveredIndividualGrp' must match the IRS database.	
1095B-058	If Form 1095B 'EIN' in 'IssuerInfoGrp' has a value, then 'TINRequestTypeCd' must have a value.	Include all TINRequestTypeCds in schema
1095B-074	If Form 1095B 'BusinessName' within 'SponsoringEmployerInfoGrp' has a value, then 'EIN' within 'SponsoringEmployerInfoGrp' must have a value.	If SponsoringEmployerInfoGrp is included, it must include the business name, EIN and address
1095B-037	If Form 1095B 'SSN' in 'CoveredIndividualGrp' has a value, then the corresponding 'TINRequestTypeCd' must have a value equal to "INDIVIDUAL_TIN".	Include correct value for TINRequestTypeCd if TIN has value

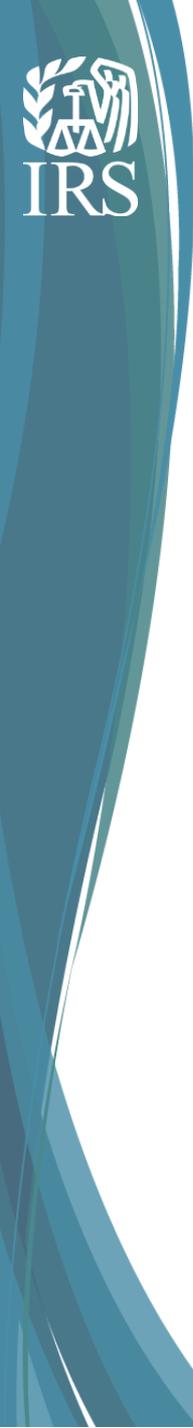


Filing Season 2017

Form 1095-C Top Business Rules Setting		
Rule Number	Rules Text	Solution
1095C-012-01	If Form 1095C 'AnnualOfferOfCoverageCd' does not have a value, then all occurrences of 'MonthlyOfferCoverageGrp' (JanOfferCd through DecOfferCd) must have a value.	Include a value in either the AnnualOfferOfCoverageCd or each Monthly Offer of Coverage
1095C-049	If Form 1095C checkbox 'CoveredIndividualInd' is not checked, then all entries in 'CoveredIndividualGrp' must not have a value.	Do not complete the CoveredIndividualGrp unless the CoveredIndividualInd is checked.
1095C-054	If Form 1095C 'SSN' in 'CoveredIndividualGrp' has a value, then the corresponding 'TINRequestTypeCd' must have a value.	Include all TINRequestTypeCd
1095C-045-02	If Form 1095C 'CoveredIndividualName' in 'CoveredIndividualGrp' has a value and the corresponding checkbox 'CoveredIndividualAnnualInd' is not checked, then at least one checkbox in corresponding group 'CoveredIndividualMonthlyIndGrp' ('JanuaryInd' through 'DecemberInd') must be checked.	Include either the CoveredIndividualAnnualInd or at least one Monthly indicator
1095C-020-01	If any data element in Form 1095C, 'MonthlyOfferCoverageGrp' (JanOfferCd through DecOfferCd) has a value of "1B", or "1C", or "1D" or "1E", or "1J", or "1K", then the corresponding data element in 'MonthlyShareOfLowestCostMonthlyPremGrp' (JanuaryAmt through DecemberAmt) or 'AnnIshrLowestCostMthlyPremAmt' must have a value greater than or equal to zero.	Include the monthly or annual premium amount if you use the specified Offer of Coverage Codes.



Extensions Of Time to File

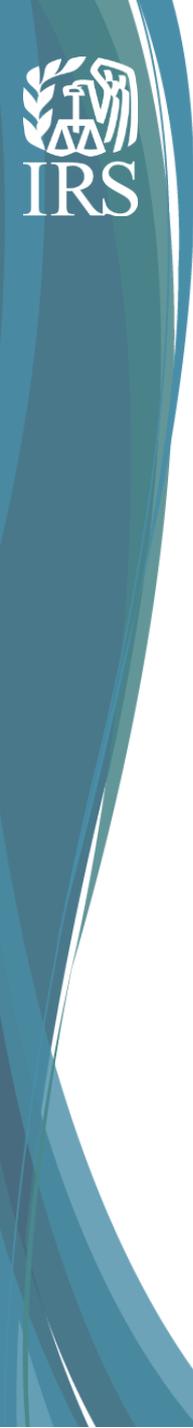


Extensions Of Time to File

- Issuers/Employers may request an *Automatic 30-Day Extension to File Information Returns*, including Affordable Care Act (ACA) Forms 1094-C, 1095-B, and 1095-C by filing [Form 8809](#), *Application for Extension of Time To File Information Returns* by the due date of the return.
- An *Additional 30-day Extension of Time to File Information Returns* may be requested if the initial, automatic 30-day extension was granted and the additional extension is filed before the expiration of the automatic 30-day extension.

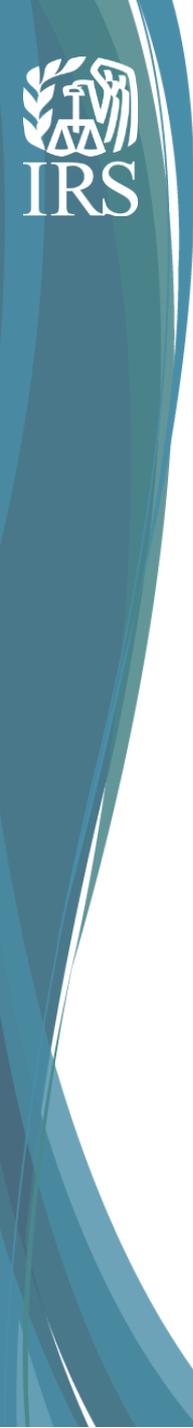
Type of Extension	Method to Request	Due Date
Automatic Extension of 30 Days	<ul style="list-style-type: none"> • FIRE (Record Layout); FIRE TCC required • FIRE Fillable Form • Form 8809 	<ul style="list-style-type: none"> • Electronically filed Information returns - due 3/31/2017 • Paper filed information returns - due 2/28/2017
Additional 30 Days Extension	<ul style="list-style-type: none"> • Form 8809 (only) 	<ul style="list-style-type: none"> • Electronically filed Information returns - due 4/30/2017 • Paper filed information returns - due 3/30/2017

- Refer to [Publication 1220](#) and [Form 8809](#) for more detailed information.



Waiver from Filing Electronically

- Internal Revenue Code (IRC) section 6011(e) requires filers of 250 or more information returns to submit the forms electronically. [Form 8508](#), *Request for Waiver From Filing Information Returns Electronically*, is used to request a waiver from filing information returns electronically including **ACA Information Returns Form 1095-B and Forms 1094/1095-C**.
- [Form 8508](#) should be submitted by mail or fax at least 45 days before the due date of the returns.
- Refer to [Publication 1220](#) Section 8 and [Form 8508](#) for more detailed information.

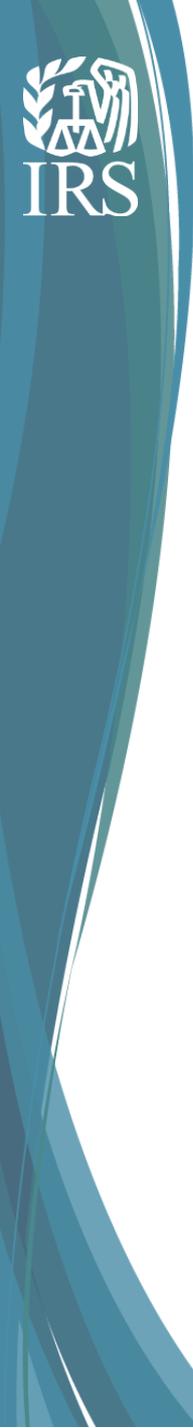


Appendix

- January Webinar Questions and Responses
- AIR Mailbox and e-Help Desk Information



January Webinar Questions and Responses



January Webinar Questions and Responses

Slides 26 through 31 provide answers to common questions posed by software developers at the January AIR webinar. The answers provided are based upon our interpretation of the question and are valid as of March 14, 2017. Future changes in technical requirements may change an answer. None of the questions and answers are intended to address any legal or policy issues related to the ACA information return requirements.



January Webinar Questions and Responses

ID	Question	Answer
1	Are there any known issues with ForeignProvinceNm or ForeignPostalCd for a Canadian address on Form 1095-c?	There are no known issues on those elements at this time.
2	How do we handle individuals that have foreign addresses?	IRS XML schema provides a choice between using US Address or Foreign Address. The list of allowable foreign country codes that IRS accepts is found at the following link: www.irs.gov/countrycodes . Also see the Schema to Form Crosswalk for form field lengths and legal/illegal characters for foreign address.
3	Should a 2015 tax year replacement file be formatted the same way as on the AIR website? To generate tax year 2015 returns in Production beginning January 2017, use: Manifest file from tax year 2016 schema package Form data file from tax year 2015 schema package PaymentYr value "2015" PriorYearDataInd value "1" Software Id for 2015 (2015 software Ids start with 15XXXXXXXX)	Yes
4	Can I transmit the 2016 files using old WSDL with new xml schema?	No, the Endpoints within the WSDLs are different and you will be denied access.
5	When we submit our test files through AATS we receive the error that the businessName and EIN that we're using in the 1094B section must match the IRS database. Why are we receiving this error?	AATS will not accept live data. Testing EIN and Name Controls can be found in Section 2.2 of Publication 5164.

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January Webinar Questions and Responses

ID	Question	Answer
6	With the schema requirements of no more than 20 characters in the employee's last name, how do we handle the TIN errors we will be getting because the last name will not match the employee's SSA record?	A truncated last name will not cause a TIN validation error
7	Is there a location I can get the schema for the ErrorDataFile attachment? It has changed between TY15 and TY16 and we would like to know what those changes were so we are able to consume the error file appropriately for our solution.	Tax Year 2016 Schema Package V3.3, posted to the AIR Program page on irs.gov January 30th, contains the IRS-Form1094-1095BCTransmitterMessage.xsd file.
8	When submitting a 1094C correction, should the total Forms attached be zero?	Yes
9	Is software ID required when 1094/1095B XML is transmitted by transmitter not by software developer/vendor?	Transmitters must use approved software (which would include a Software ID) to successfully transmit AIR Data.
10	We originally applied for a TCC for TY2015, submitted our 1095-C and 1094-C files last year without any issues. We've had some turnover amongst our responsible officials. As we're waiting for the new ones to sign the TCC application, our TCC is currently in "Pending" status even though it was previously approved for last year's filing. Will all of the new responsible officials need to sign the TCC application before we submit our TY2016 filing?	Yes, if the application needs to be re-submitted all Responsible Officials will need to re-sign the Terms of Agreement using their PIN selected during registration and submit the application.

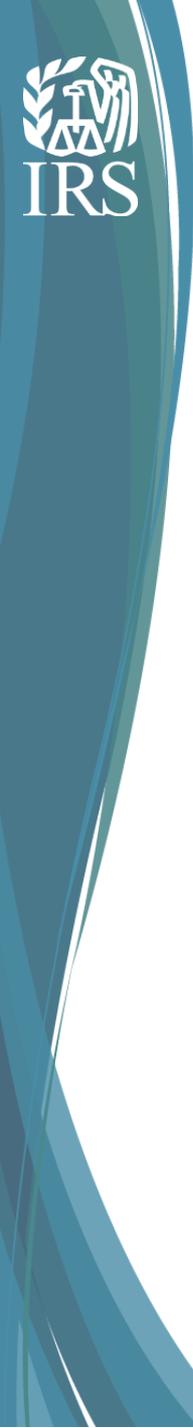
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January Webinar Questions and Responses

ID	Question	Answer
11	Do we need to apply for a new TCC and new Software ID in 2017? We already have one for 2016.	No, you do not need a new TCC. However, you do need to get your TY 2016 Software IDs. Software Package information must be updated annually online through the ACA Application for TCC.
12	If we have corrections for TY2015 but our software ID for 2015 has expired, how can we submit TY2015 corrections now	You would still us your 2015 Software ID and follow the Corrections procedures located in Publication 5164, and Publication 5258.
13	Can we use same TY2015 TCC in TY2016??	Yes you can use the same TCC that was issued to you based on your role as a Transmitter, Issuer and or Software Developer. However, if you are a Software Developer you will need a new Software ID for 2016 and each tax year and each ACA Information Return Type you support. To update your application, the Responsible Official should go to the Application Details page and click the "Add" button under the Software Developer Package List.
14	Do we need a new certificate for 2016 or can we just use the same certificate as last year (provided our certificate has not expired)?	No, you can use the same certificate as last year so long as it is still valid and not associated with another service.

This slide provides answers to common questions posed by software developers at the January AIR webinar. The answers provided are based upon our interpretation of the question and are valid as of March 14, 2017. Future changes in technical requirements may change an answer. None of the questions and answers are intended to address any legal or policy issues related to the ACA information return requirements.



January Webinar Questions and Responses

ID	Question	Answer
15	Is there a resource we could use for questions concerning coding? For example, if Code 1G can only be used on Form 1095-C if applicable for all 12 months of the year for an employee, what code should we use when the individual was not an employee all year long?	<p>Code 1 G covers this. See Instructions for Forms 1094-C and 1095-C – page 12, Code 1G.</p> <p>“Offer of Coverage for at least one month of the calendar year to an individual who was not an employee for any month of the calendar year or to an employee who was not a full-time employee for any month of the calendar year (which may include one or more months in which the individual was not an employee) and who enrolled in self-insured coverage for one or more months of the calendar year. “</p> <p>For additional information, see the FAQs on completing Forms 1094-C and 1095-C available on irs.gov</p>
16	Will there be any extension for the submission of data transmission file?	In Notice 2016-70, the due date for furnishing statements to individuals was extended to March 2, 2017. The due dates for filing the returns were not extended and remain February 28, 2017, if not filing electronically, or March 31, 2017, if filing electronically. Filers may request an extension of the due date by filing Form 8809.
17	Is 4980H, when employees are in their initial assessment probationary period?”	Section 4980H is the section of the Internal Revenue Code that includes the employer shared responsibility provisions.
18	Last Year an extension for deadline was given to file 1094. Do you expect something this year?	In Notice 2016-70, the due date for furnishing statements to individuals was extended to March 2, 2017. The due dates for filing the returns were not extended and remain February 28, 2017, if not filing electronically, or March 31, 2017, if filing electronically. Filers may request an extension of the due date by filing Form 8809.

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January Webinar Questions and Responses

ID	Question	Answer
19	If an ALE member did not offer insurance for all of 2016, they have no measurement, stability, or admin period, in this case how do you determine who is a full time employee?	See the final regulations under section 4980H for rules on determining full-time employee status.
20	What are the main differences for reporting by self-insured employers?	Generally, self-insured ALEs report coverage on Form 1095-C. Self-insured employers that are not ALEs report coverage on Form 1095-B.
21	If an employee did not work in certain months, do we still need to enter a safe harbor code?	See the instructions to Line 16 in the Instructions for Forms 1094-C and 1095-C. If a safe harbor code applies it may be entered in Line 16.
22	If you offer retiree medical coverage and the retiree was a non-employee every month of the year, is the line 16 blank or 2A?	See the instructions to Line 16 in the Instructions for Forms 1094-C and 1095-C. If a safe harbor code applies it may be entered in Line 16. Also see the Instructions for Code 1G, Line 14, as that may be applicable depending upon the facts.
23	Are there any other causes for the TPE1122 other than the digest value mismatch?	A TPE1122 indicates the portal cannot process the digital signature in the message and retrieve the certificate. Other causes: <ul style="list-style-type: none">• The prefix soapenv is not declared in your file• Using the wrong environment for the TCC• Ensure you have a separate certificate for each TCC role you have• Certificates being used by another system such as MeF and FIRE• Message changing after signing (this includes changes to the message formatting).

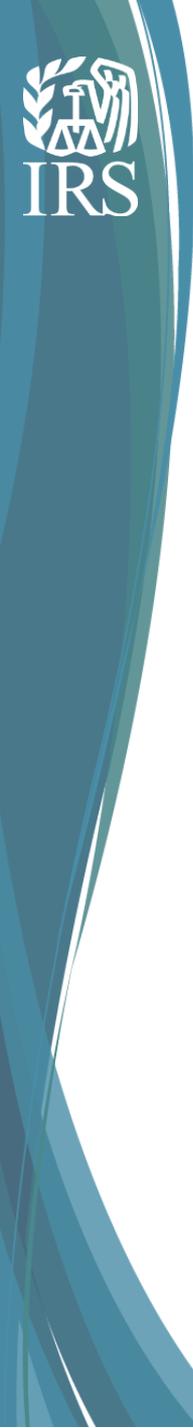
This slide provides answers to common questions posed by software developers at the January AIR webinar. The answers provided are based upon our interpretation of the question and are valid as of March 14, 2017. Future changes in technical requirements may change an answer. None of the questions and answers are intended to address any legal or policy issues related to the ACA information return requirements.



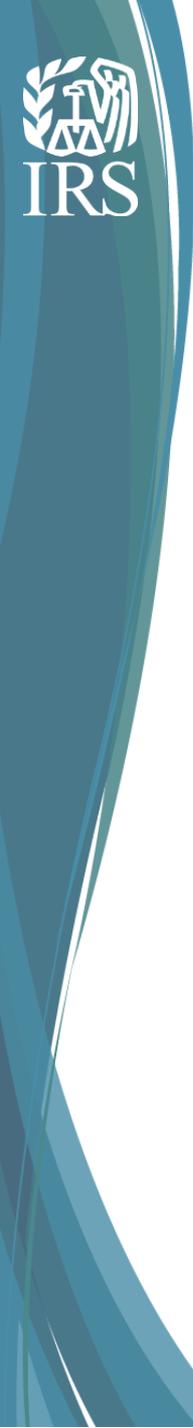
January Webinar Questions and Responses

ID	Question	Answer
24	Are there any other causes for the TPE1122 other than the digest value mismatch?	A TPE1122 indicates the portal cannot process the digital signature in the message and retrieve the certificate. Other causes: <ul style="list-style-type: none">• The prefix soapenv is not declared in your file• Using the wrong environment for the TCC• Ensure you have a separate certificate for each TCC role you have• Certificates being used by another system such as MeF and FIRE• Message changing after signing (this includes changes to the message formatting).
25	If the Form 1095B 'EIN' within 'SponsoringEmployerInfoGrp' has no value, and the 'TINRequestTypeCd' within 'SponsoringEmployerInfoGrp' has no value can both tags be empty?	Both are MinOccurs=0, the business rule 1095B-057 states only that: If Form 1095B 'EIN' within 'SponsoringEmployerInfoGrp' has a value, then 'TINRequestTypeCd' within 'SponsoringEmployerInfoGrp' must have a value. If there is no EIN, we ask that the TINRequestTypeCd not be attached.

This slide provides answers to common questions posed by software developers at the January AIR webinar. The answers provided are based upon our interpretation of the question and are valid as of March 14, 2017. Future changes in technical requirements may change an answer. None of the questions and answers are intended to address any legal or policy issues related to the ACA information return requirements.



General Information



Software Developer Actions for PY 2017

- Software Developers, who passed AATS for Tax Year 2015, do not have to retest for Tax Year 2016; however, you do need to get your TY 2016 Software IDs.
- Software Package information must be updated annually online through the *ACA Application for TCC*.
- New Software IDs will be assigned for each tax year. To update your application, the Responsible Official should go to the Application Details page and click the "Add" button under the Software Developer Package List.

Note: New participants will need to comply with software test requirements for Tax Year 2016. Also, if you are adding a form that you did not test in 2015, you will have to test the new form.



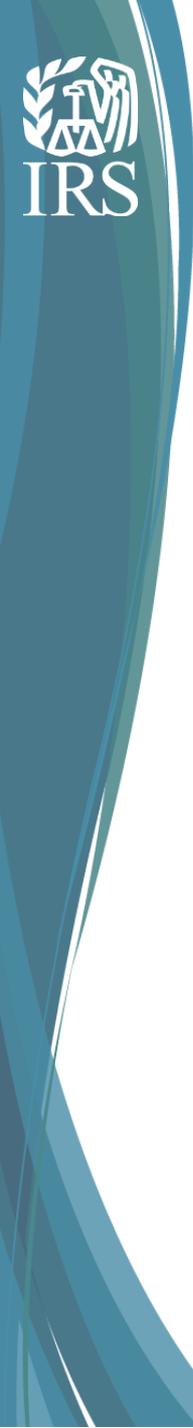
General AIR Information

The purpose of the AIR Mailbox is to provide technical assistance with the transmission of data to the IRS related to:

- Publication 5164
- Publication 5165
- Publication 5258*
- Automated Enrollment Guide
- WSDLs
- Schema
- Transmission File review
- Transmission errors

*The AIR Composition and Reference Guide is now Publication 5258

Note: The AIR Mailbox does not support Tax Law, refer to [IRS.gov/aca](https://www.irs.gov/aca) [Affordable Care Act \(ACA\) Tax Provisions](#)



General AIR Information

The Help Desk provides customer support for the following:

- Registration and confirmation process for e-services for Responsible Officials and Contacts
- ACA Application for a Transmitter Control Code (TCC) process
 - Navigation of the ACA Application for a TCC
 - Modification / Updates of the ACA Application TCC
 - Production / Test Status
- Assurance Testing for Software Developers and Transmitters
 - AATS Testing review and feedback
- Transmission / Acknowledgement status
- Business Rules / Error Code resolution
- Move TCC from Test to Production, and to retrieve Receipt IDs when they are lost or not returned

Note: The Help Desk does not support Tax law, refer to [IRS.gov/aca](https://www.irs.gov/aca) [Affordable Care Act \(ACA\) Tax Provisions](#)



General AIR Information

Help Desk Reminders:

- All Responsible Officials and Contacts need to Register and confirm your registration in e-Services before the application for TCC can be submitted.
- Ensure your ACA Application for TCC is kept up to date.
- Software Developers should ensure their transmission has been Accepted before contacting the help desk for their testing results.
- **Review the answer key located on IRS.gov before submitting your test scenarios. The answer keys are provided for your convenience, if your test does not contain all of the information shown in the answer key, your submission has not passed AATS testing.**
- Once you have passed AATS testing and your Software Package is placed in Production, allow 48 hours before transmitting into the AIR Production environment.
- When submitting to Production, be sure to use your Transmitter or Issuer TCC, as appropriate.
- Review Publication 5164 and Publication 5165 for Acknowledgement Status and actions needed.

Important!