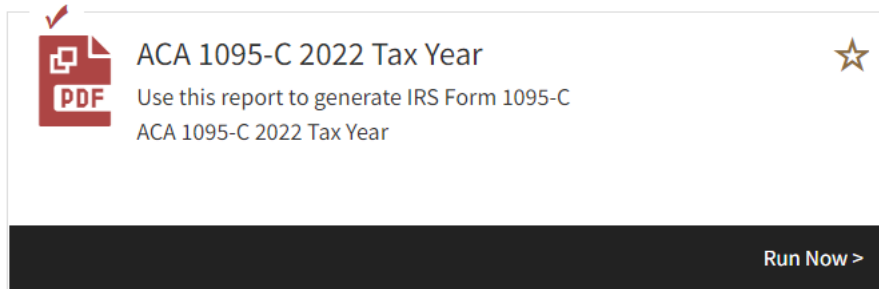


To accommodate employers who may want to have a dual approach for distributing their employees 1095-C Forms using both of the following options:

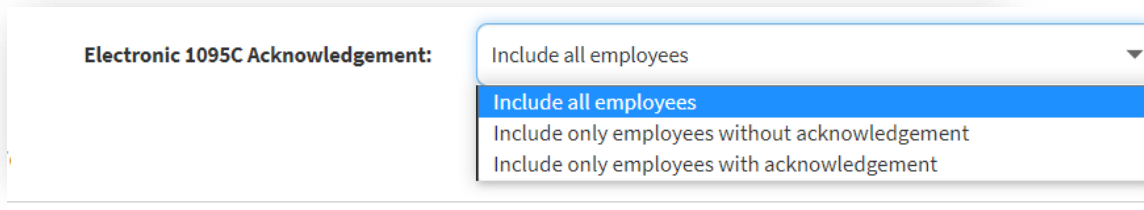
1. Electronic 1095-C Forms access via the enrollment systems “Form” tab and
2. Print/Mail directly to employee’s home address

The “Electronic 1095C Acknowledgement” parameter located on the **ACA 1095-C 202x Tax Year** pdf report offers an option to generate the printer ready 1095-C PDF file for those employees who did not elect to receive the 1095-C Form electronically.

The **ACA 1095-C 202x Tax Year** is located under *Reports>Run Reports*, as shown below.



Through the use of the special ACA “**Electronic 1095C Acknowledgement**” custom field this report can now generated a PDF file for 1.) ALL employees, 2.) only employees without an acknowledgement or No/Blank indicator or 3.) only employees with an acknowledgement or YES indicator. As shown below:



The report parameter **Electronic 1095C Acknowledgement** offers the ability to generate a full 1095-C PDF based on the employees’ response housed in the custom field of YES or NO. In turn, you can easily capture a FULL printer ready PDF file for ONLY those employees who require a 1095-C Form to be printed & mailed.

