

Important Dates and Deadlines

Deadlines	Action Items
09/07/21	Implementation Request Form sent to Payroll/Benefit contact list.
09/22/21	District to return signed Implementation Request form.
10/01/21	District Template available on Payroll Services ACA website.
10/01/21 - 10/18/21	District to complete template and upload to Payroll Services Secure File Transfer by 10/18/21 .
10/19/21 - 10/31/21	Payroll Services team to create draft 1095C and send to District for review and edit if needed.
11/01/21 - 11/14/21	District to validate/edit draft 1095C and return to Payroll Services team by 11/14/21 (<u>the system can only process one (1) round of edits</u>).
TBD	ACA Working/Open Lab (9am – 1pm).
11/15/21 - 11/29/21	Payroll Services team will return revised drafts to District for approval (send out for final approval).
11/30/21 - 12/06/21 FINAL	District to return final draft approval of 1095C forms to Payroll Services by 12/06/21 (<u>NO edits can be made during this time</u>).
12/13/21	Payroll Services team to send out 1094C to District.
12/17/21 FINAL	District to return signed 1094C to Payroll Services team. NOTE: Any 1095C/1094C received after the Deadlines may delay the submission to the IRS and be subject to corrections and fines. OTHER OPTION: If Deadline is missed, District should have a Back-Up Provider available to generate forms and electronic submission to IRS.

- Payroll Services will assume drafts are final if deadlines are missed to be submitted as is.
- For questions on eligibility and compliance, please consult with your legal, tax and accounting professionals.
- For questions on the Query, Template or 1095C Drafts, please contact Payroll Services at PayrollSvcs@sdcoe.net