

We are writing to inform you of important Affordable Care Act timelines with managing your dashboard between **12/28/2020 to 1/22/2021**.

### ACA Filing Deadlines:

The deadline for filing the 2020 Forms 1095C along with transmittal Form 1094C, or insurers Form 1095B with transmittal Form 1094B, if applicable, with the IRS is:

- > if filing by paper, 2/28/2021 (if less than 250 1095C Forms)
- > if filing electronically, 3/31/2021 (if more than 250+1095c Forms)

**Review Deadline:** An online preview of your 1095-C forms is available via MyPayCenter as of **12/28/2020**.

To review these forms:

- > click on the "Reports" tab at the top
- > select "Employer 1095-C" from the dropdown
- > enter 2020 for the Year
- > select 'Yes' in the Preview dropdown

Since 1095C forms are based on the data you have provided during your ACA set up, and on information you have entered for each employee throughout the year, you must verify the accuracy of your 1095Cs by **1/22/2021**.

**Note:** any changes to 2020 forms requested **AFTER January 22nd** will incur rerun fees of **\$100 per EIN**.

**When should I expect the ACA forms from Deluxe?** Deluxe will begin printing 1095C filing forms along with the 1094C transmittals and easy filing instructions starting on or about the week of February 4, 2021. They will be sent with your payroll after this date or shipped separately.

**Note:** any changes to 2020 forms requested after **January 22** will incur rerun fees of **\$100**.

Please notify us immediately if you wish to defer printing of these forms beyond January 22 and we will place your processing on HOLD to enable you to make the changes necessary to ensure accurate annual reporting. Employer forms will be printed only once for clients (250 and lower) between February 1-12 (or earlier). You will receive an email notification when they are sent. If you do not receive them, you can go online and print if needed. **Starting in 2021 ALL forms will only be available online.** E-filing clients will be online.

### What should I do with the ACA 1094/1095C Forms?

- If filing by paper, Deluxe will provide you with the mailing instructions along with the forms.
- If filing electronically, Deluxe will file the 1094/1095C forms on your behalf. **Please do not mail the forms to the IRS.** A copy of your forms will be available online only.

**Important Note:** [The IRS requires all employees be given a 1095C by 3/02/2021.](#) The 1095C form distribution is **solely** the employer's responsibility. **An online copy can be downloaded via MyPayCenter, the Employee Self Service Portal, or a copy made when you receive your packet from Deluxe.** Deluxe will not be sending the employee 1095C copies for 2020. The employer will need to print them and distribute as requested.

**I have questions:** Please contact our customer support team at **800.729.5910** or [payrollsupport@deluxe.com](mailto:payrollsupport@deluxe.com) for any questions.