

CHECKMARK ONLINE 1095

SETUP CHECKLIST



Starting with a new ACA reporting solution is both exciting and rewarding, but knowing where to begin can be a challenge. To help you get started, we are here to guide you through the process of setting up CheckMark Online 1095 with ease and simplicity.

This checklist covers the necessary steps, from entering your company and employer information to configuring employees and preparing your ACA forms for printing or e-filing. CheckMark Online 1095 supports Forms 1094-B, 1095-B, 1094-C, and 1095-C.

1. COMPANY INFORMATION	
☐	Company Legal Name
☐	Trade Name (if applicable)
☐	Federal ID
☐	Date of Incorporation
☐	Phone Number
☐	Business Address
☐	City, State & ZIP Code
☐	Filing/Mailing Address
☐	Contact Information
2. ACA / EMPLOYER INFORMATION	
☐	Employer Type - General Employers (Form 1094-B) or Applicable Large Employers (Form 1094-C)
☐	Employer Name
☐	Contact Information
3. EMPLOYEES	
☐	First Name, Employee Middle Name (optional), & Last Name
☐	Address
☐	Social Security Number (SSN)
☐	Date of Birth — if SSN is not available
☐	Email Address
☐	Phone Number
☐	Employee ID
4. PRINT ACA FORMS	
☐	Print 1094-B (or) 1094-C Forms for Employer
☐	Print 1095-B (or) 1095-C Forms for Employees
5. E-FILING ACA FORMS	
☐	Create & Download ACA XML File
☐	Submit the XML file through the IRS AIR System

Congratulations! Your CheckMark Online 1095 setup has been successfully configured. This means you are now ready to prepare, print, or electronically file your ACA forms for your employees.

If you need help setting up CheckMark Online 1095, please contact CheckMark Support at 970.225.0522 or support@checkmark.com.

Wishing you continued success!