

# NEOGOV

## **Submitting ACA Test Files to the IRS**

Last revised: 11/10/2022

# Table of Contents

|                                       |          |
|---------------------------------------|----------|
| <b>Preface</b>                        | <b>2</b> |
| <b>Overview</b>                       | <b>3</b> |
| <b>Example XML File Test Scenario</b> | <b>4</b> |

## Preface

By making any change to this document, you agree that modifications and unchanged portions of the document are your sole responsibility, comply with legal and regulatory requirements, comply with the terms of the Service Agreement between you and NEOGOV, and you further agree to update the document as product changes are released reflecting the author of the changes.

## Overview

As part of the IRS Software ID approval process, NEOGOV must submit test files with specific scenarios of data. The IRS will approve these test files for the specific year and provide the Software ID for the year. NEOGOV will include this ID in the ACA year end patch. The IRS also requires employers to submit a test file, to confirm the transmission linkage. This file must not contain real employee data, such as social security numbers.

NEOGOV provides a transmission test file to you if you are using the HRIS ACA reporting for the first time. If you are generating the ACA file transmission for the first time using your own TCC number, you must submit a test file.

You must pass the communication test only once before the status of the IRS database changes to Production. You must use the test file process if you have been using a third party to submit the file and the third party uses their own TCC number. If you have sent the files yourself using your own TCC number, even if you were using other vendors, you do not need to use the test file process.

## Example XML File Test Scenario

Replace the TCC number in the test file with your own for the following:

- The .xml file name: **<UniqueTransmissionID>**.
- The Manifest file: **<DocumentSystemFileNm>**.
- The TCC number included in the file names.
- The two TCC numbers that are inside the Manifest file.

Manifest\_1094C\_Request\_ **TZTQ6**\_20211125T112149658Z.xml

```
<?xml version="1.0" encoding="UTF-8" ?>
<p:ACAUIBusinessHeader xmlns:p="urn:us:gov:treasury:irs:msg:acaubusinessheader" xmlns:acaBusHeader="urn:us:gov:treasury:irs:msg:acabusinessheader" xmlns="urn:us:gov:treasury:irs:ext:aca:air:ty21" xmlns:irs="urn:us:gov:treasury:irs:common" xmlns:wsu="http://docs.oasis-open.org/wss/2004/01/oasis-200401-wss-wssecurity-utility-1.0.xsd" xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance" xsi:schemaLocation="urn:us:gov:treasury:irs:msg:acaubusinessheader IRS-ACAUserInterfaceHeaderMessage.xsd">
  <acaBusHeader:ACABusinessHeader>
    <UniqueTransmissionId>0819924c-adc0-48fc-976d-1b0494a5988:SYS12<b>TZTQ6</b></UniqueTransmissionId>
    <irs:Timestamp>2021-11-25T11:21:49Z</irs:Timestamp>
  </acaBusHeader:ACABusinessHeader>
  <ACATransmitterManifestReqDt>
    <PaymentYr>2021</PaymentYr>
    <PriorYearDataInd>0</PriorYearDataInd>
    <irs:EIN>00000301</irs:EIN>
    <TransmissionTypeCd>O</TransmissionTypeCd>
    <b>TestFileCd>T</b></TestFileCd>
  <TransmitterNameGrp>
    <BusinessNameLine1Txt>Selitestthree</BusinessNameLine1Txt>
  </TransmitterNameGrp>
  <CompanyInformationGrp>
    <CompanyNm>Selitestthree</CompanyNm>
  <MailingAddressGrp>
    <USAddressGrp>
      <AddressLine1Txt>6689 Willow Court</AddressLine1Txt>
      <irs:CityNm>Beverly Hills</irs:CityNm>
      <USStateCd>CA</USStateCd>
      <irs:USZIPCd>90211</irs:USZIPCd>
    </USAddressGrp>
  </MailingAddressGrp>
</p:ACAUIBusinessHeader>
```

1094C\_Request\_TZTQ6\_20211125T112149658Z.xml

```
</USAddressGrp>
</MailingAddressGrp>
<ContactNameGrp>
  <PersonFirstNm>Rose</PersonFirstNm>
  <PersonLastNm>Lincoln</PersonLastNm>
</ContactNameGrp>
<ContactPhoneNum>5559876543</ContactPhoneNum>
</CompanyInformationGrp>
<VendorInformationGrp>
  <VendorCd>V</VendorCd>
  <ContactNameGrp>
    <PersonFirstNm>Ryan</PersonFirstNm>
    <PersonLastNm>Hunt</PersonLastNm>
  </ContactNameGrp>
  <ContactPhoneNum>7606873734</ContactPhoneNum>
</VendorInformationGrp>
<TotalPayeeRecordCnt>1</TotalPayeeRecordCnt>
<TotalPayerRecordCnt>1</TotalPayerRecordCnt>
<SoftwareId>21A0013929</SoftwareId>
<FormTypeCd>1094/1095C</FormTypeCd>
<irs:BinaryFormatCd>application/xml</irs:BinaryFormatCd>
<irs:ChecksumAugmentationNum>9EFC9AA39A8DA757661A8A4BD13F1041D0B6E1A275E03E5AA384A0D9511AB11C</irs:ChecksumAugmentationNum>
<AttachmentByteSizeNum>8681</AttachmentByteSizeNum>
<DocumentSystemFileNm>1094C_Request_TZTQ6_20211125T112149658Z.xml</DocumentSystemFileNm>
</ACATransmitterManifestReqDtl>
</p:ACAUIBusinessHeader>
```