Important Dates and Deadlines

Deadlines	Action Items
09/01/22	Implementation Request Form sent to Payroll/Benefit contact list.
09/23/22	District to return signed Implementation Request form.
09/30/22	District Template available on Payroll Services ACA website.
10/01/22 - 12/04/22	District to complete template and upload to Payroll Services Secure File Transfer by **12/04/22.**
12/05/22 - 12/18/22	Payroll Services team to create draft 1095C and send to District for review and edit if needed.
12/19/22 - 01/11/23	District to validate/edit draft 1095C and return to Payroll Services team by **01/11/23** (the system can only process one (1) round of edits).
01/12/23 - 01/19/23	Payroll Services team will return revised drafts to District for approval (send out for final approval).
01/20/23 - 01/29/23 FINAL	District to return final draft approval of 1095C forms to Payroll Services by **01/29/23** (No edits can be made during this time).
02/03/23	Payroll Services team to send out 1094C to District.
02/09/23 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 submit data to the IRS.**

- Payroll Services will assume drafts are final if deadlines are missed, will 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