

2019

Government of the District of Columbia
Office of the Chief Financial Officer
Office of Tax and Revenue



[SPECIFICATIONS FOR ELECTRONICALLY FILING DC HEALTH CARE INFORMATION RETURNS FOR SOFTWARE DEVELOPERS AND APPLICABLE ENTITIES]

File formats and processing for electronically filing Health Care Information Returns on the DC Taxpayer
Portal and access to the portal

Version Control

Version Number/Date	Comments
1.0 – 2/20/19	Initial Release for 2019

This document may be re-issued every tax year and may be updated at any time to ensure that it contains the most current information. The Version Control Log will indicate what has changed from the initial publication.

Reminders:

- Filers are not required to submit test files. The file format must conform to the specifications found in the Bulk File Submission Layout.
- Test files may be submitted to Bulkwhsutesting@dc.gov
- For more information regarding the web portal, contact OTR's e-Services Center at (202) 759-1946 or email e-services.otr@dc.gov.

Contents

Introduction	3
Purpose	3
Filing Deadline.....	3
Bulk File Submission Layout.....	4
Sample Output	4
1094-B/1095-B and 1094-C/1095-C Upload Specifications	4
File Status.....	4
Error Messages Types	5
Correction Process	5
Registration.....	6
Adding Additional Logons	9
Bulk Upload 1094/1095	10

Introduction

The District of Columbia, Office of Tax and Revenue (OTR) Specifications for Electronically Filing District Health Coverage Information Returns for Software Developers and Transmitters (Processing Year (PY) 2019), outlines the transmission format, business rules and validations for information returns transmitted electronically. Applicable entities should file the same information returns that they file with the IRS including:

- **Form 1094-B**, *Transmittal of Health Coverage Information Returns*
- **Form 1095-B**, *Health Coverage*
- **Form 1094-C**, *Transmittal of Employer-Provided Health Insurance Offer and Coverage Information Returns*
- **Form 1095-C**, *Employer-Provided Health Insurance Offer and Coverage*

NOTE: This specification booklet does not contain information or procedures for filing Form 1095-A.

Purpose

The District of Columbia has enacted legislation that requires all District residents to have minimal essential health care coverage, or have a coverage exemption or pay a tax penalty for tax years ending on or after December 31, 2019. [See Individual Taxpayer Health Insurance Responsibility Requirement Amendment Act of 2018, effective October 30, 2018 \(D.C. Law 22-168\)](#). Those requirements were codified in a new Chapter 51 to Title 47 of the D.C. Official Code.

Insurance companies, businesses providing insurance to their employees, and other applicable entities and third-party service providers that provide minimum essential coverage are required to file returns consistent with D.C. Official Code § 47-5105 as well as other information required by OTR.

All filers are required to file the Health Care Information Returns electronically even if they file less than 250 information returns via the OTR web portal, MyTax.DC.gov.

Additional information is found in OTR Notice 2019-04, dated September 12, 2019, and available on the DC website at <https://otr.cfo.dc.gov/node/1423626>.

General Information

All submitters must register to create a logon ID through our web portal, MyTax.DC.gov. This is a one-time registration. For assistance on obtaining a logon ID or authorizing a third-party to submit the Health Care Information Returns, please review the tutorials/FAQs on the web portal. Instructions are also included in these specifications.

Filing Deadline

For tax year ending December 31, 2019, the deadline is June 30, 2020. For tax years beginning after December 31, 2019, the deadline is 30 days after the IRS deadline for submitting 1095-B or 1095-C forms, including any extensions granted by the IRS.

Bulk File Submission Layout



1094B, 1094C, 1095B,
1095C layout v3.3.xlsx

Sample Output



sample 1094C
1095C.txt



Sample_1094B.txt

1094-B/1095-B and 1094-C/1095-C Upload Specifications

Files must be created using a piped delimited text (.txt) file format. XML, Zip or compressed files will NOT be accepted.

Files 250MB or larger must be submitted as multiple submissions. Files that are 250MB or larger will be rejected.

Use a naming convention such as ABCCo1094BC.txt, ABCCo1095BC.txt. There are no restrictions on the naming convention.

Do not use any special characters in text fields such as commas in the string fields unless they are nested in quotes (“”).

File Status

ACCEPTED - File has passed all quality checks and an email will be sent to the submitter that displays “Pending” status.

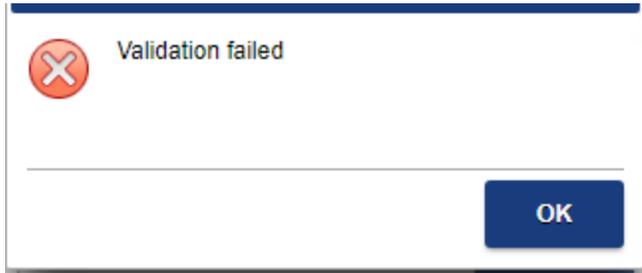
REJECTED - File did not pass quality checks. All errors will be displayed after hitting the submit button and front-end validations occur. The file should be corrected and re-submitted for processing.

COMPLETED – Processed submissions denoting the bulk submission has been processed. There is no return level completion, just that the file was processed.

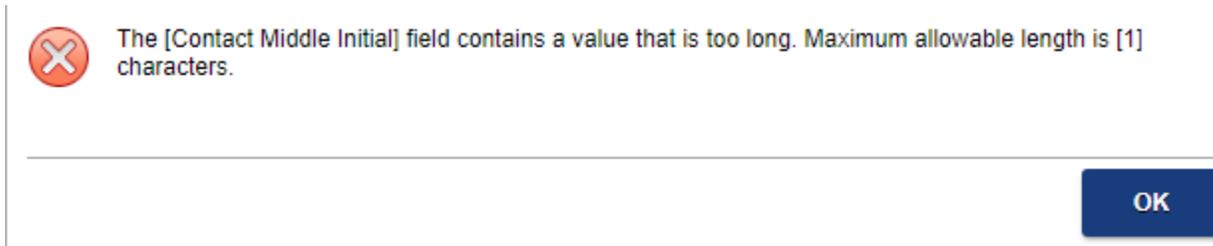
File resubmission for rejected files

After front-end validations, errors will be displayed to the submitter. A single error WILL reject the entire file. The submitter may remove the record or correct the record and re-submit. We are only accepting valid format bulk submissions.

Error Messages Types



- Invalid Number of fields
- Invalid record identifier



- invalid field lengths

Correction Process

Corrections can only be made to previous submissions that have been 'Accepted'. Corrections for DC should be filed as soon as possible. Submissions containing correction records must only contain corrections and should not include any 'Original' records. Corrections may be filed for the following form types:

- Form 1095-B
- Form 1094-C, Authoritative Transmittal only
- Form 1095-C

DC will follow the same rules as the IRS as contained in IRS Publication 5165 (rev. 10-2018), the Guide for Electronically Filing Affordable Care Act (ACA) Information Returns for Software Developers and Transmitter (Processing Year 2019).

Do not submit original and corrected documents in the same file.

If a correction is in error and needs to be corrected, submit a Correction to the most recently accepted Correction – **File only one Correction per unique submission.**

Registration

You must have a MyTax.DC.gov web logon in order to access the electronic bulk filing of 1094/1095. The individual completing the registration will be considered the 'Administrator' of the account. Do not use an incorrect FEIN/SSN when registering.

There are two methods to sign up to use MyTax.DC.gov:

- If you are a DC taxpayer, answer 'Yes'
 - Enter your FEIN and the notice number from any notice you have received from OTR. If you did not receive a notice, you can enter your last tax due amount or select the 'Last Tax Due is \$0.00' checkbox. If you do not know the last tax due amount, contact the account administrator.
- If you are not a DC taxpayer, answer 'No'
 - If you selected 'No' and the system prompts that an account exists for the FEIN entered, this is an indication that your company does have a presence in DC. Therefore, you will need to contact your company representative in order to obtain logon credentials to MyTax.DC.gov. If that individual within your company is unknown, a representative from OTR's Customer Service Administration can assist you in identifying that individual. Contact them at (202) 759-1946 or email e-services.otr@dc.gov.

For either answer, complete all information, including a security question and an email address. Press 'Next' to continue.

1. Web Profile

Web Profile

Login Information

Do you currently or expect to file DC returns? No Yes

Username: City Streets

First Name: sylvia

Last Name: magby

Email: sylviam@ocfo.dc.gov

Phone Type: Business Phone

Contact Phone: (202) 442-6239

Alternate Phone:

In case you forget your password

Secret Question: What is your favorite animal?

Secret Answer: *****

Confirm Answer: *****

Authentication Contact

Phone/Email Phone Email None

Use Login Email? No Yes

Email: sylviam@ocfo.dc.gov

Cancel < Previous Next >

Home » New Login Request

1. Web Profile 2. Tax Profile

Tax Profile

TAXPAYER INFORMATION

ID Type FEIN SSN

Your ID (SSN or FEIN)

Re-enter Your ID

ACCOUNT VALIDATION

Notice Number

OR

Account Type

Last Tax Due

Last Tax Due is \$0.00

You will see this screen if you answered 'No' to the DC taxpayer question. Complete the information and click 'Next'.

Home » New Login Request

1. Web Profile 2. Signup

Signup

USER DEMOGRAPHICS

Business Name

ID Type FEIN SSN

Your ID (SSN or FEIN)

Re-enter Your ID

Address

Street 2

Unit Type

WASHINGTON DISTRICT OF COLUMBIA

20002-4259 USA

In either instance, you will receive a registration summary screen.

Sign-Up for MyTax.DC.gov

Home > Sign-Up for MyTax.DC.gov

1. Web Profile > 2. Signup > 3. Registration Summary

Registration Summary

Please review the following information

Username: City Streets
Name: Office Revenue
Email: tax@gmail.com
Contact Phone: (202) 442-0000
Alternate Phone:

In case you forgot your password:
Secret Question: What is your favorite animal?
Secret Answer: *****

An email containing a temporary password and a link to log in will be sent to you.
Click Submit to complete this request.

[Cancel](#) [Previous](#) [Submit](#)

Once you have verified the above information, click 'Submit' and then 'Ok' or 'Cancel'.

Ready to submit this request?

If you need to make any changes, click 'Cancel', otherwise click 'OK':

[OK](#) [Cancel](#)

You will then receive a confirmation page. An email will be sent to you to continue the process.

Confirmation

Home > Sign-Up for MyTax.DC.gov > Confirmation

Confirmation

27-Oct-2017

Your New Login Request has been submitted to the District of Columbia Office of Tax and Revenue.

To access this request for future use, please check the following:

Email: tax@gmail.com
Confirmation Code: qdcmf3

For questions regarding this confirmation, please contact the Customer Service Administration at e-services.otr@dc.gov

[Printable View](#)

[OK](#)

Once you have obtained your logon credentials, you are ready to add additional logons or continue to bulk processing.

Adding Additional Logons

- After you or the account administrator has successfully logged into the account, additional logons can be added.

The screenshot shows the 'Home' page of the MyTax.DC.gov system. At the top, there is a navigation bar with 'Home' and 'Log Off'. Below this, a user profile section displays the ID '00000-91276' and the name 'BUSINESS EXAMPLE'. A 'My Profile' link is circled in yellow. To the right, an 'ALERTS' section shows 'There are no alerts'. Further right, an 'I WANT TO' section lists actions like 'View My Web Profile', 'Request Third Party Access', 'Register a New Tax Account', 'Send OTR a message', and 'Manage payments and returns'. Below this is a 'SUMMARY' section with tabs for 'RECENT ITEMS' and 'NAMES AND ADDRESSES'. The 'MY ACCOUNTS' section shows a table with columns for account type, ID, name, and balance. A 'Register a New Tax Account' link is also visible.

- After selecting 'My Profile' you will see 'Manage additional logons'

The screenshot shows the 'Profile' page. The navigation bar includes 'Home » Profile' and 'Log Off'. The 'PROFILE' section lists details such as 'Access Type: Administrator', 'Logon: businessexample', 'Name: JOHN DOE', 'Phone 1: +1 (775) 750-1283', 'Email: kpaine@gentax.com', and 'Authentication: Disabled'. An 'Edit' button is next to the profile section. The 'ALERTS' section shows 'There are no alerts'. The 'I WANT TO' section lists actions like 'Change password', 'Manage payment methods', 'Manage additional logons' (circled in yellow), and 'Cancel online access'. Below this are 'STATUS' and 'MYTAX.DC.GOV ACTIVITY' sections, both showing 'There is no activity'.

- Proceed with additional logon until complete. Ensure 'Standard User' is selected from the 'Type of Access' drop down selection.

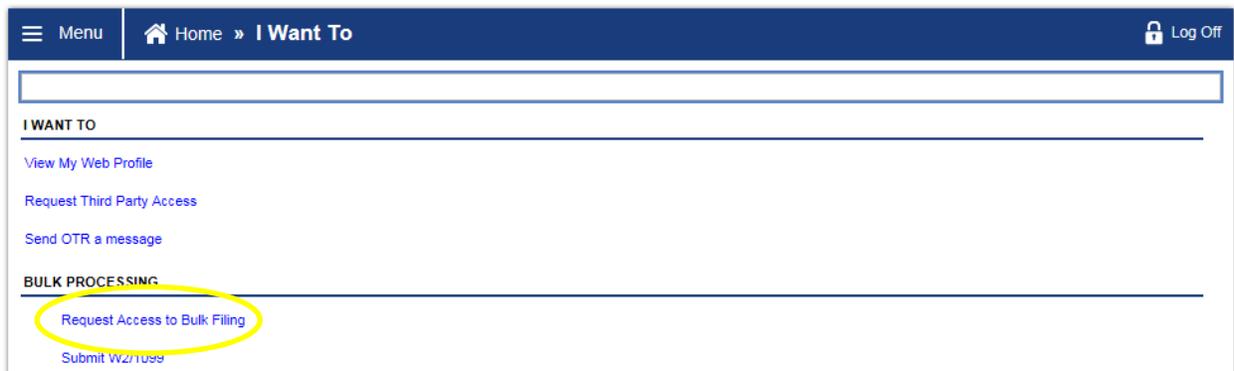
The screenshot shows the 'Add Logon' page. The navigation bar includes 'Home » Profile » Additional Logons » Add Logon' and 'Log Off'. The main heading is 'CREATE A LOGON FOR SOMEONE ELSE'. The form contains the following fields: 'Logon' (businessexampleW2), 'Email' (businessexampleW2@gmail.com), 'Confirm Email' (businessexampleW2@gmail.com), and 'Type of Access' (Standard User). At the bottom right, there are 'Save' and 'Cancel' buttons.

- This is the standard user view on MyTax.DC.gov.



Bulk Upload 1094/1095

- On the far right of the home screen, you will see a list of common actions under the title of 'I Want To'.
- To the right of the 'I Want To' title, there is a button labeled 'More'
- Under '**BULK PROCESSING**', press the link to access the '**Request Access to Bulk Filing**' feature.



- Select 'Request Access to Bulk Filing'

If you are a preparer or reporting agent and would like to bulk submit the 1094/1095 complete the request below to gain access to these features.

- Step 1: As a preparer, complete the form by providing your PTIN and the email address you provided to the IRS when requesting your PTIN or

As an enrolled or reporting agent, click on the 'I am a Reporting Agent' button. This request will be reviewed by OTR against the active reporting agents.

You must be a reporting agent with National Association of Computerized Tax Professionals (NACTP) or have a valid and active PTIN with the IRS in order to submit bulk withholding requests.

The screenshot shows a web application interface for submitting a Bulk Filing Request. At the top, there is a navigation bar with a 'Menu' icon, a breadcrumb trail 'Home » I Want To » Bulk Filing Request Form', and a 'Log Off' button with a lock icon. Below the navigation bar, the page title is 'Bulk Filing Request'. The main content area contains the following text: 'If you are a Preparer or Reporting Agent and would like to bulk submit the FR-9000 then fill out the request below to gain access to these features. Approval of your bulk filing request will also give access to the FEIN to Withholding Account ID which will allow you to send in a comma separated list of FEINs and be provided with their corresponding Withholding Account Ids. This will remove the need for additional research to correctly apply your clients' returns and payments by utilizing the accurate Withholding Account Id.' Below this, there are two sections: 'As a Preparer: Fill out the form below by providing your PTIN and the Email address you provided to the IRS when requesting your PTIN.' and 'As an Enrolled or Reporting Agent: Click on the "I am a Reporting Agent" button. This request will be reviewed by OTR against the active Reporting Agents.' A note states: 'You must be a Reporting agent with NATCP or have a valid and active PTIN with the IRS in order to submit bulk Withholding Requests.' The form includes a checkbox labeled 'I am a Reporting Agent' which is currently unchecked. Below the checkbox are three input fields: 'PTIN' with the value 'P12345678', 'Email on PTIN registration' with the value 'provider@test.com', and 'Email Confirmation' with the value 'provider@test.com'. At the bottom right of the form, there are two buttons: 'Submit' and 'Cancel'.

- Step 2: Click 'Submit'
- Step 3: Enter your password to confirm your submission, click 'OK'

The screenshot shows a confirmation dialog box with a dark blue header and a close button (X) in the top right corner. The main text reads: 'Ready to submit this request?' followed by 'Enter your password to confirm your submission.' At the bottom of the dialog, there are two buttons: 'OK' and 'Cancel'.

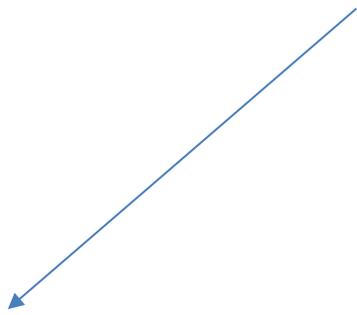
- Step 4: You will receive a confirmation that your request has been submitted
- Step 5: Check your messages to determine whether your request has been accepted or rejected.

Once you have the rights to bulk upload a 1094/1095 file, select the below option from the 'I Want To' screen:

Bulk Processing

-  Bulk Account ID Search
-  Bulk FR-900Q File
-  Bulk FR-800M/Q/A File
-  Bulk Healthcare Information Returns Fil
-  Submit W2/1099

Before filin



You will then be directed to this page:

1094-B and 1094-C Bulk Upload Welcome, Sylvia M Magby Settings Log Off

Home > I Want To > 1094-B and 1094-C Bulk Upload

1. Healthcare Information Returns Bulk Upload 2. Healthcare Information Returns Bulk Upload

Healthcare Information Returns Bulk Upload

Healthcare Information Returns Bulk Upload

Please select the form type you wish to upload:

Select a file or files to attach as shown below and select 'Submit'

1094-B and 1094-C Bulk Upload

Welcome, Sylvia M Magby Settings Log Off

Home > I Want To > 1094-B and 1094-C Bulk Upload

1. Healthcare Information Returns Bulk Upload 2. Healthcare Information Returns Bulk Upload

Healthcare Information Returns Bulk Upload

Healthcare Information Returns Bulk Upload [Instructions \(PDF\)](#)

Click on the 'Choose File' button to attach your text file (.TXT extension).
If any errors exist, they will be listed below. You must correct all errors in order to submit your file for processing.
To improve performance, only the first few errors will be displayed. Others may appear after the initial errors are corrected.

Form Type Selected:

Filename: **Choose File**

File Size (KB):

Remove File

Cancel **< Previous** **Submit**

You must correct the errors, if any, before your submission will be accepted. Then enter your password.

Ready to submit this return?

Under the penalties of law, I declare that, to the best of my knowledge, this tax return is correct.

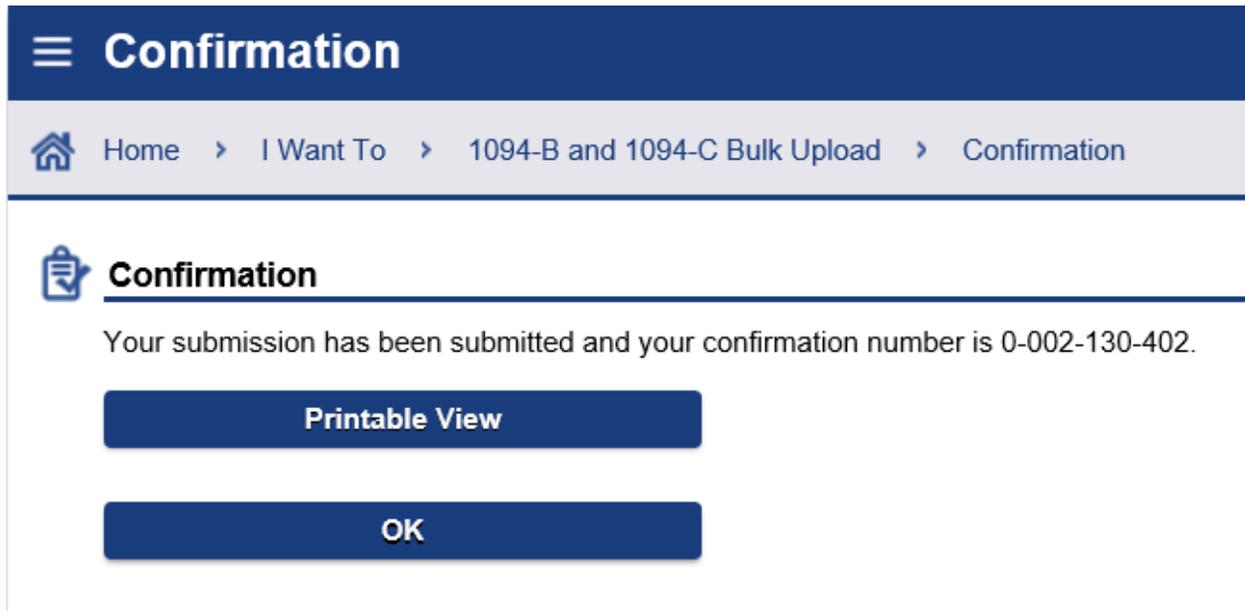
Enter your password below to electronically sign this return.

Password

Required

OK **Cancel**

You will then receive a confirmation of your submission(s).



☰ **Confirmation**

Home > I Want To > 1094-B and 1094-C Bulk Upload > Confirmation

 **Confirmation**

Your submission has been submitted and your confirmation number is 0-002-130-402.

Printable View

OK

An email will be sent to you:

From: DoNotReply_MyTax@dc.gov <DoNotReply_MyTax@dc.gov>
Sent: Friday, February 14, 2020 2:51 PM
To: Magby, Sylvia (OCFO) <sylvia.magby@dc.gov>
Subject: Bulk Returns Submitted

Your Bulk - file has been submitted. The file contains Return(s).

The file will be processed in the next batch. The file was validated against basic errors, but other errors such as missing payments may still delay the individual returns from being processed.

Please do not reply to this email. If you have specific questions about your tax account(s), please log in to MyTax.DC.gov and send a secure message to the Office of Tax and Revenue's (OTR) e-Services Unit by clicking "Send OTR a Message" under the "I Want To" section on your homepage. To safeguard your identity and tax information, OTR will never ask for password information.