

Form 1095-C Override Instructions

Overview

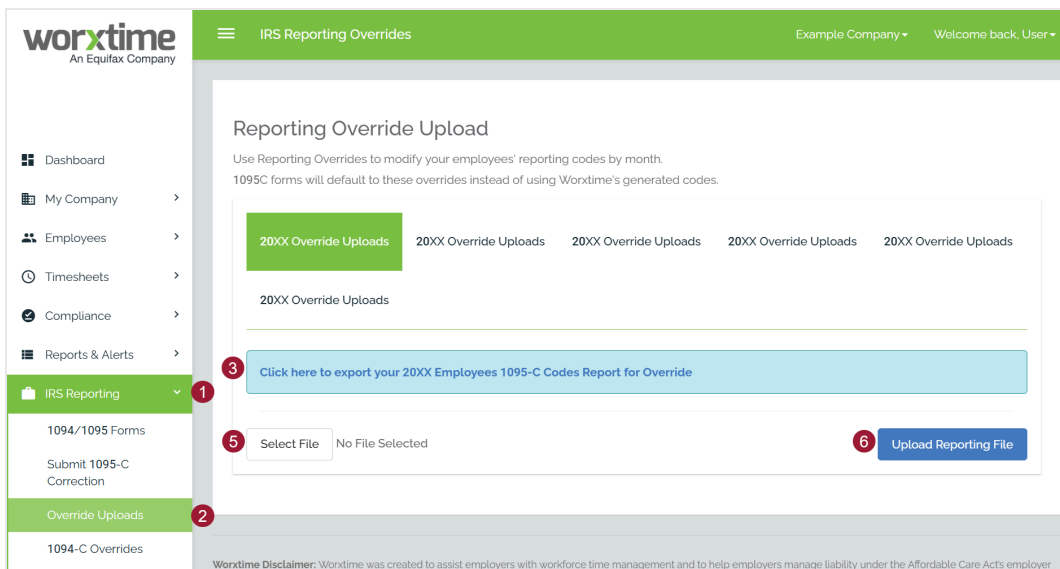
This document overviews the process of overriding Forms 1095-C. Using this process, users can update the offer codes, safe harbor codes, monthly rates, and, for ICHRA plans, ZIP Codes.

Steps for Overriding Form 1095-C Codes

1. In Worxtime, select **IRS Reporting** from the left navigation menu.
2. Click **Override Codes**.
3. On the **Reporting Override Upload** page, select **Click here to export your 20XX Employees 1095-C Codes Report for Override** in the blue box.
4. In the downloaded report, make any needed code changes and save the file in .csv format.

Note: DO NOT change any headers/columns on the file.

5. After changes are made, navigate back to the **Reporting Override Upload** page. Click **Select File** and attach the file from your local drive.
6. Select **Upload Reporting File**.



The screenshot shows the 'Reporting Override Upload' page in the Worxtime system. The interface includes a left-hand navigation menu with 'IRS Reporting' selected. The main content area displays a 'Reporting Override Upload' section with instructions and a table of '20XX Override Uploads'. A blue button labeled 'Click here to export your 20XX Employees 1095-C Codes Report for Override' is highlighted with a red circle and the number 3. Below this, there is a 'Select File' button and an 'Upload Reporting File' button, both highlighted with red circles and the number 6. A red circle with the number 5 is placed over the 'Select File' button. A red circle with the number 2 is placed over the 'Override Uploads' section in the navigation menu. A red circle with the number 1 is placed over the 'IRS Reporting' menu item.

More Training Available!

Check out additional training resources available on our site, [Connections](#).

The information provided is intended as general guidance and is not intended to convey any tax, benefits, or legal advice. For information pertaining to your company and its specific facts and needs, please consult your own tax advisor or legal counsel.

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