2019

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

MyTax.DC.gov

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
1.1 – 5/14/2020	Removed links to the file layouts and samples as they are posted to the website

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 on the DC website, https://otr.cfo.dc.gov/node/1447081
- 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

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, https://otr.cfo.dc.gov/node/1470711

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

Refer to the website, https://otr.cfo.dc.gov/node/1447081

Sample Output

Refer to the website, https://otr.cfo.dc.gov/node/1447081

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 (").

Do not submit duplicate files, they will be rejected.

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
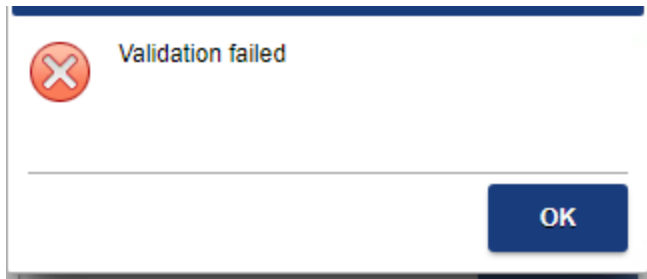
- Invalid Number of fields
- Invalid record identifier
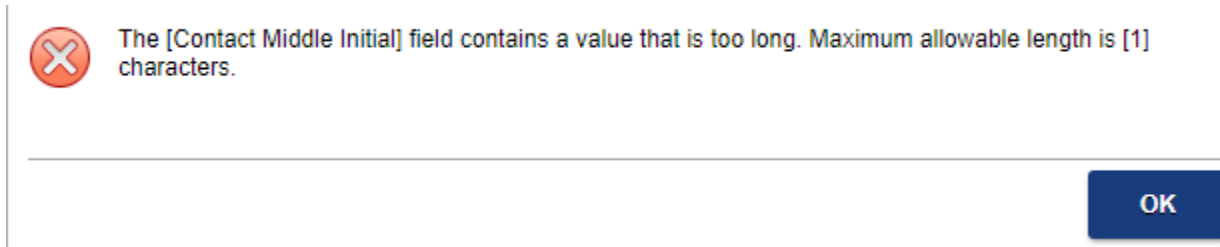
- invalid field lengths

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. <u>Do not</u> 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'
    - o 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'
    - o 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.

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 ›

DC.gov Office of Tax and Revenue

OTR Home	Services ▼	Individual Income Tax ▼	Business Tax ▼	Real Property ▼	Recorder of Deeds ▼	Forms ▼	Customer Survey	About ▼

☰   ⌂ Home » **New Login Request**

1. Web Profile   2. Tax Profile

Tax Profile

TAXPAYER INFORMATION

ID Type	**FEIN**	SSN
Your ID (SSN or FEIN)	**-***4010	
Re-enter Your ID	**-***4010	

ACCOUNT VALIDATION

Notice Number		**OR**	Account Type	Unincorporated Business Franchise Tax ▼
			Last Tax Due	$4,654.00
			Last Tax Due is $0.00	☐

Cancel   ‹ Previous   Next ›

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

MyTax.DC.gov

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

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

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

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

- 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'

  More...

- Under '**BULK PROCESSING'**, press the link to access the '**Request Access to Bulk Filing'** feature.

MyTax.DC.gov

- Select 'Request Access to Bulk Filing'

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

Step 1: 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, otherwise, you can request your client's administrator to grant you access, and you do not need to submit a bulk file request.

- Step 2: Click 'Submit'

- Step 3: Enter your password to confirm your submission, click 'OK'
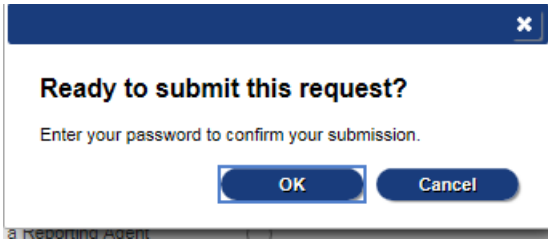
- Step 4: You will receive a confirmation that your request has been submitted
- Step 5: Check your messages to determine whether your request has been accepted or rejected.

Once you have the rights to bulk upload a 1094/1095 file, select the below option from the 'I Want To' screen:
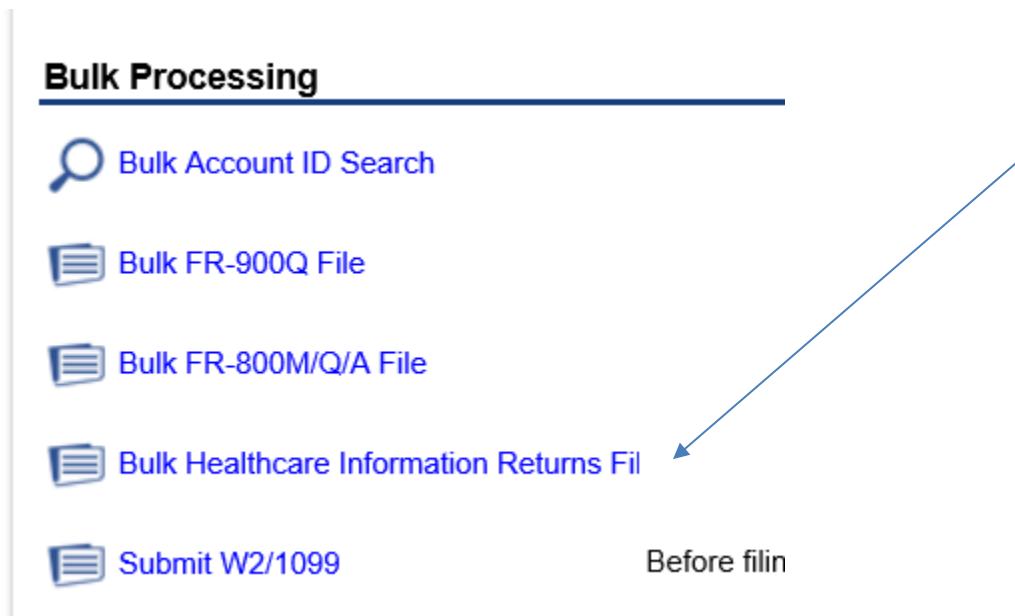
You will then be directed to this page:

MyTax.DC.gov

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

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

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

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.