



Step-by-Step Procedures

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Thank you for considering 1095Hawk for your Form 1095 and 1094 preparation and electronic filing. 1095Hawk is a service of Hawkins Ash CPAs. Hawkins Ash CPAs is regional CPA firm located in the Midwest. 1095Hawk is an easy to use process that helps gather the payroll and insurance information that is needed to correctly prepare and electronically file your organization's Form 1095's. We will provide you with a timeline poster and instructions. Our simple process is secure and backed by 60 years in business.

Getting Started

Go to 1095Hawk.com. From this webpage you can learn all about 1095Hawk and how the process works, pricing, options, as well as step-by-step instructions. To sign up today, click "Register Today!". From there you can enter basic information about your organization and send this information to us. You will receive a contract which includes all the legal and pricing information for you to sign and send back to us.

Once we receive your signed contract, you will receive a username and password to access our "1095 Census Database". A link to access our "1095 Census Database" is provided on the webpage.

On 1095Hawk.com download the Excel spreadsheet "1095 Census". This spreadsheet acts as the data collection sheet. You will enter the information on this spreadsheet for everyone in your organization that receives a W-2 or is on the organization's health insurance plan. Please note the data collection form has two tabs: one for the employee information and one for the dependent insurance information (dependents and spouse etc.). If your organization offered a fully insured health insurance plan as the only option during the calendar year, then there is no need to fill out any information on the dependent tab.

Simple Three-Step Process for Submitting Your Data

Step 1: Employer information

Once the data collection form is completed (Excel sheet), go to our "1095 Census Database" (link at top of 1095Hawk.com). From there enter your supplied username and password and log on to 1095Hawk. Fill out employer information.

Step 2 : Census import

Upload the data collection form (1095Census) to our "1095 Census Database". Review the errors. The IRS electronic filing system is very specific, so it is important to clear all errors. After correcting errors on your 1095 Census spreadsheet, re-import the data. You will not lose existing data already entered.

Step 3 : Complete all required additional information for employees with special situations

1095Hawk will identify these special cases which need additional work. Click "Submit" to send your data to 1095Hawk.

An ACA expert will review your information and prepare your forms. You will receive a DRAFT PDF copy from our secure portal for review prior to electronic filing.