

# NJ-1095

Any New Jersey employer filing 100 or less 1095 forms may use the fillable PDF to file their forms electronically. However, you must complete the forms and save them before you file.

Before you begin, read the instructions that follow for how to register through the State of New Jersey Central Forms Repository system. Registering allows you to file electronically, complete the fillable PDF return, save the files to your computer and submit them to the Division of Taxation.

## Submitting your Return

1. Enter and save each 1095 that you need to submit to the State of New Jersey.
2. When you have completed and saved all 1095 PDFs that you need to submit to the State of New Jersey, press "File Your Application."
3. Either Log in to the Division of Revenue and Enterprise Services Central Forms Repository or press "Register Now" for a new account.

## How to Register

To file your NJ-1095, you must first register. Each coverage provider/submitter must have a user account.

1. Select "Register Now" below the login box.
2. Select *Division of Taxation – 1095 Health Coverage Form* from the drop-down menu.
3. Choose Company Registration
4. Choose a user name and enter the information requested. You must use a different email address for each account.
5. Submit your information.
6. An email will be sent to the address you entered with your user name and a temporary password.
7. Use the link in the email to log in with your temporary password and select a new password.
8. When you have changed your password you can return to the *Main Menu* to complete your NJ-1095 filing.

## Completing your Return

1. From the *Main Menu* select "Create My Return."
2. Select the saved PDF forms that you want to file.
3. You will be asked if you want to open or save the PDF. If you select "Open," you will still need to save the PDF prior to submitting the return. Whether you choose to save now or save later, make note of where you save the PDF so you can locate it on your computer.
4. Use the "**Save**" button to save your return
5. Select "**File Your Return**" when you have completed your return and are ready to file. For security purposes, clicking the "**File Your Return**" button from the tax form will require you to log back into the *Central Forms Repository* application.
6. You will be directed back to the Central Forms Repository to log in.

If the following error message is encountered when the *Create Return* button is clicked your internet browser is not configured to view PDF documents using the Adobe Reader plug-in. Please follow the solutions listed below to correct the issue.

**The document you are trying to load requires Adobe Reader 8 or higher. You may not have the Adobe Reader installed or your viewing environment may not be properly configured to use Adobe Reader.**

### Solution

**You must manually change your browser preferences so that it uses Acrobat or Reader PDF viewer.**

#### Firefox on Windows

- Choose **Firefox > Options > Applications**.
- Select a relevant content type from the Content Type column.
- In the Action column, select an application to open the PDF. For example, to use the Acrobat plug-in within the browser, choose **Use Adobe Acrobat (in Firefox)**.

#### Firefox on Mac OS

- Select Firefox.
- Choose **Preferences > Applications**.
- Select a relevant content type from the Content Type column.
- Associate the content type with the application to open the PDF. For example, to use the Acrobat plug-in within the browser, choose **Use Adobe Acrobat NPAPI Plug-in**.

## **Chrome**

- In the Chrome address bar, type *chrome://plugins*.
- Disable the Chrome PDF Viewer.
- Enable the Adobe Acrobat or Adobe Reader plug-in.
- Close the Plug-ins tab and restart Chrome.

## **Submitting Your Return**

1. Log in to the *Central Forms Repository* if you are not already logged in.
2. Select "*Submit My Return*."
3. Browse to select your completed NJ-1040 PDF form on your computer, and click the "*Upload Your Selected PDF Form*" button. If you upload the wrong form, use the "*Change Your Uploaded PDF Form*" button and select the correct form.
4. You must acknowledge that you have reviewed your NJ-1095. This constitutes your electronic signature.

***NOTE: The system will not accept PDF forms that have been scanned or modified by other software. Forms that contain handwritten information will be rejected.***

## **MINIMUM COMPUTER REQUIREMENTS**

**Browser** – Please see directions in the Completing your Return - Solution section of this document to ensure your internet browser is configured correctly to open the tax form PDF.

Internet Explorer 9 or higher

FireFox

Chrome

Safari

## **Software**

Adobe Reader 10 or higher

## **Other**

Printer (if you want to print a copy of your return)

Email address