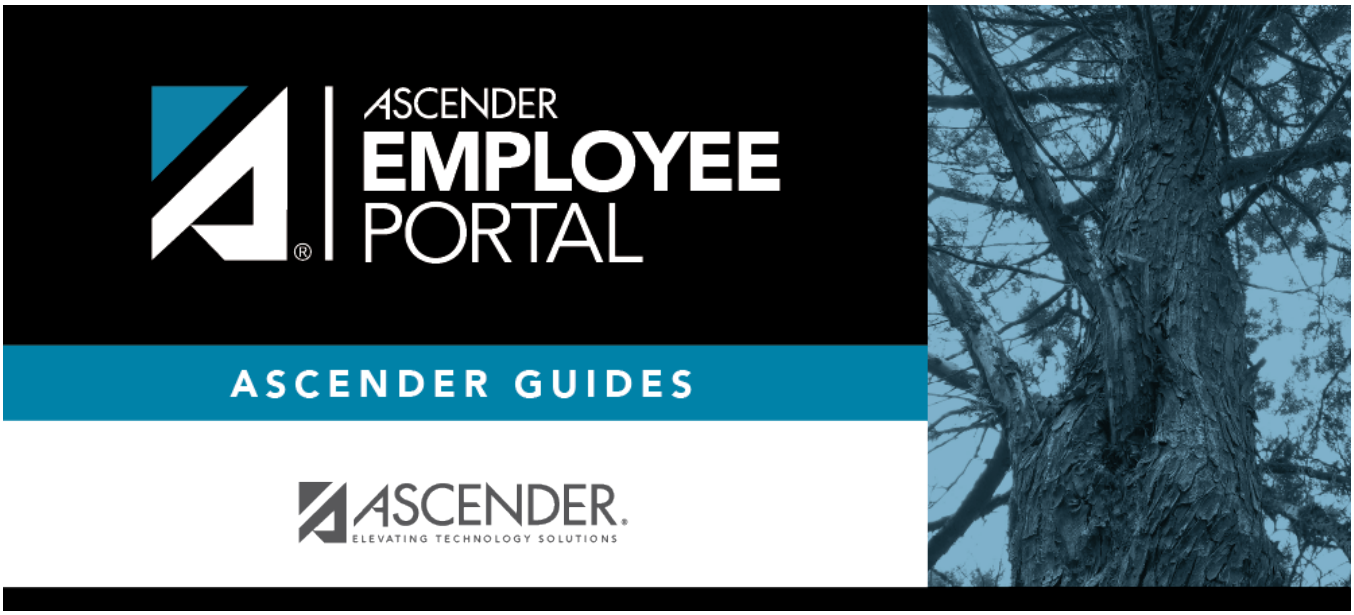



# 1095 Information (Información del 1095)

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# 1095 Information

***EmployeePortal > Inquiry > 1095 Information***

This page is used to view your 1095 information. Additionally, you can indicate how you would like to receive and access your 1095 form; electronically or printed, by mail. Official 1095 forms can be printed and viewed from calendar year 2015 and greater.

If this page is disabled, check with your district administrator as the district may have opted to not allow access.

If a district-wide message is available, it is displayed in red at the top of the page.

**Admin Note**: District messages are set up on the Human Resources > Tables > District EA Options page.

## View 1095 data:

In the **Please select a calendar year** field, click ˅ to select the year for which you want to view calendar year-to-date data.

Select **1095-B** to display your 1095-B data for the selected calendar year.

1095-B Data

Under **1095-B Information**:

**Note:** The line numbers or sections are displayed in parentheses where the data is displayed on the actual 1095 form.

| | |
|---|---|
| **Coverage Type** | The coverage type (i.e., the origin of policy) in which you are enrolled is displayed. |

Under **Covered Individuals**, the following data is displayed for each covered individual: (Part IV a, b, c, d, e)

| | |
|---|---|
| **First Name** | The covered individual's first name is displayed. The field is 17 characters. |
| **Middle Name** | The covered individual's middle name is displayed. The field is 14 characters. |
| **Last Name** | The covered individual's last name is displayed. The field is 25 characters. |
| **Generation** | The covered individual's generation code is displayed. |

| | |
|---|---|
| **SSN** | The covered individual’s nine-digit social security number is displayed. *Form revision per 2016 IRS guidelines, effective for the 2016 tax year: The **SSN or Other TIN** field displays the covered individual’s nine-digit social security number or other taxpayer identification number. |
| **DOB** | The covered individual’s date of birth in the MMDDYYYY format is displayed. *Form revision per 2016 IRS guidelines, effective for the 2016 tax year: The **DOB** (If **SSN or other TIN** is not available) field displays the covered individual's date of birth in the MMDDYYYY format only if the **SSN or other TIN** field is blank. |
| **All** | Selected to indicate that the individual was covered for at least one day per month for all 12 months of the calendar year. Or, if the individual was not covered for all months, the applicable month (**Jan**-**Dec**) fields in which the individual was covered for at least one day during the month are selected. |

OR

Select **1095-C** to display your 1095-C data for the selected calendar year.

1095-C Data

Under **1095-C Information**:

**Note:** The line numbers or sections are displayed in parentheses where the data is displayed on the actual 1095 form.

| Field | Description |
|---|---|
| **Offer of Coverage** | Your offer of coverage code is displayed in the **All** field if it was the same for the entire calendar year (January-December). Or, if you received various offers during the calendar year, the codes are displayed in the applicable month (**Jan**-**Dec**) fields. (line 14) |
| **Employee Share** | Your contribution amount (i.e., share) of the lowest-cost monthly premium for self-only minimum essential coverage providing minimum value that is offered to you is displayed. The amount is displayed in the **All** field if the amount was the same for the entire calendar year (January-December). Or, if the amount varied for all 12 calendar months, that amount is displayed in the respective month (**Jan**-**Dec**) fields. (line 15) |
| **Safe Harbor** | The Section 4980H safe harbor employer relief code that applied to you during the calendar year is displayed. The safe harbor code is displayed in the **All** field if the same safe harbor code applied to you for the entire calendar year (January-December). Or, if different safe harbor codes applied to you throughout the 12 calendar months, the applicable codes are displayed in the respective month (**Jan**-**Dec**) fields. (line 16) |

Under **Covered Individuals**:

**Note**: The records are sorted by employee records (i.e., records with the **Employee** field selected on the Personnel > Maintenance > ACA 1095 YTD Data > 1095-C tab), then by nonemployee records. The nonemployee records are sorted by the first name.

**Self-Insured** is selected if the employer-provided self-insured coverage. If **Self-Insured** is selected, a record is displayed for each covered individual. (Part III a, b, c, d, e) Under **Covered Individuals**, the following data is displayed for each covered individual: (Part IV a, b, c, d, e) The **Plan Start Month** from the Personnel > Maintenance > ACA 1095 YTD Data > 1095-C is displayed.

| | |
|---|---|
| **First Name** | The covered individual's first name is displayed. The field is 17 characters. |
| **Middle Name** | The covered individual's middle name is displayed. The field is 14 characters. |
| **Last Name** | The covered individual's last name is displayed. The field is 25 characters. |
| **Generation** | The covered individual's generation code is displayed. |
| **SSN** | The covered individual's nine-digit social security number is displayed. *Form revision per 2016 IRS guidelines, effective for the 2016 tax year: The **SSN or Other TIN** field displays the covered individual's nine-digit social security number or other taxpayer identification number. |
| **DOB** | The covered individual's date of birth in the MMDDYYYY format is displayed. *Form revision per 2016 IRS guidelines, effective for the 2016 tax year: The **DOB** (If **SSN or other TIN** is not available) field displays the covered individual's date of birth in the MMDDYYYY format only if the **SSN or other TIN** field is blank. |
| **All** | Selected to indicate that the individual was covered for at least one day per month for all 12 months of the calendar year. Or, if the individual was not covered for all months, the applicable month (**Jan**-**Dec**) fields in which the individual was covered for at least one day during the month are selected. |

## Other functions and features:

❑ Click **1095 Consent**. The 1095 Electronic Consent window opens with information about your consent.

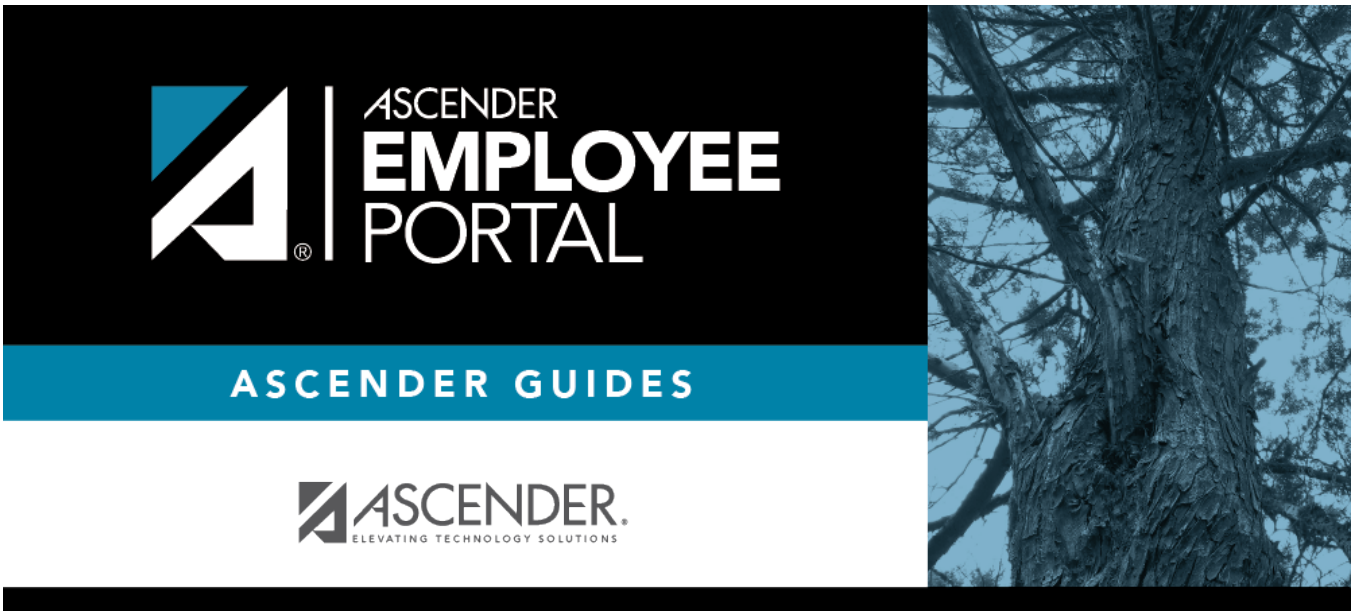
The **1095 Consent** button is only displayed if the option is enabled by the LEA.

- Select **Yes** if you consent to electronic access of your 1095 form and agree to access your 1095 form electronically as described in the instructions, and print your own 1095 form. If selected, you will not receive a printed, mailed copy of your 1095 form.
- Select **No** to decline electronic consent and receive a printed, mailed copy of your 1095 form.
- Click **Save** to save your consent election. Otherwise, click **Cancel** to close the window without making a selection. If you do not make a selection, your 1095 form will be printed and mailed.

**Notes:**

- You can print a copy of your 1095 form regardless of your selected consent preference.
- You can change your consent preference at any time.
- You will receive an email message confirming your selected preference.
- The confirmation email is sent to the email address listed on your demographic record. The email is sent to either the work or home email address; whichever is available. If both are available, the email is sent to the work email address.

Click  to display a printable PDF version of the Form 1095-B or 1095-C.


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# Back Cover