

## **Important Employee Benefits-Related Tax Reporting Information**

COTC-paid and cost-shared employees



Per the Patient Protection and Affordable Care Act (PPACA), more commonly known as the Affordable Care Act (ACA), employers who offer medical coverage are required to provide Internal Revenue Service (IRS) Form 1095-C “Employer-Provided Health Insurance Offer and Coverage” to employees including former employees for each calendar year.

### **Who will receive this form?**

A Form 1095-C will be sent to employees who were offered coverage during the calendar year regardless if they enrolled, waived, or later terminated medical coverage. Not all employees will receive the form. Employees not considered full-time and eligible for a medical coverage offer will not receive Form 1095-C.

### **What is the purpose of the form?**

Form 1095-C includes information about the medical coverage offered to employees by their employer and is a three-part form. Part I includes employee identification and demographic information, as well as the employer identification number and contact information. Part II includes information about the medical coverage, if any, the employer offered to the employee and dependent(s). Part III provides information to assist employees in completing their income tax returns by listing the employee, or those family members, who had qualifying medical coverage (referred to as “minimal essential coverage”) for some or all months during the calendar year.

Employees will include information from Form 1095-C when preparing their federal tax filing.

### **What should I do to prepare for Form 1095-C?**

Please review your mailing address as shown on your pay check or pay advice. Your Form 1095-C will be mailed to your mailing address on file in Colleague. Should updates be required, please complete the COTC W4 form for Address change only, and return it to the Office of Human Resources (Patsy Henderson) prior to December 20<sup>th</sup>. Be sure to sign the form in the space provided. Name and address information is all that is required, all other boxes can remain blank.

### **When will I receive Form 1095-C?**

The form will be mailed to the mailing address on file in Colleague no later than January 31<sup>st</sup> unless extended by the Internal Revenue Service (IRS).

### **Questions?**

For questions about Form 1095-C please contact Lisa Orr at (740) 366-9455. If you have questions relative to your federal tax return and how to use Form 1095-C please consult your tax preparer or tax advisor.

If you have questions about eligibility for insurance under The Ohio State University Health plan, please contact Sherry Abbott at (740) 364-9550.