

Job Aid: Form 1095-C *Benefits W-2*



Document Name: Locating your Form 1095 in Workday		
Date Written: 2/2/2018	Written by: Kristi Morrissey	Approved by: Click here to enter text.
Date Revised: 2/13/2020	Written by: Click here to enter text.	Approved by: Click here to enter text.

Overview

The IRS requires all US Taxpayers to report their medical plan enrollment for the periods 1/1/2019 - 12/31/2019.

All Niagara Team Members **eligible** for medical will receive a 1095-C in Workday. Team Members enrolled in a Fully-Insured **HMO Medical** plan during 2019 will also receive a Form 1095-B from the medical carrier (Aetna or Kaiser)

Procedure

Step 1: Login to Workday (<https://services.niagarawater.com/services/> - Requires VPN)

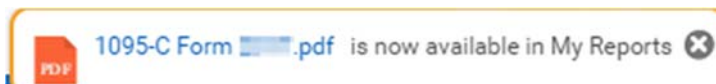
Step 2: In the Search bar (upper left), type **My ACA Forms**



Step 3: Find the 2019 row and select **View/Print**

Year	Company	Form	Latest	
2019	Niagara Bottling, LLC	1095-C	Yes	View/Print

Step 4: Find Form 1095 under **My Reports** (link should appear in upper right corner) or look for an email from Workday in your work email



Step 5: Review all forms and ensure your elections are reflected correctly and all family members covered by a plan are listed.

Step 6: Maintain a copy of all 1095s with your taxes for 2019. Share copies of the 1095 with adult dependents (spouses, children, etc.) that file separate tax returns.

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Depending on your 2019 elections, you may receive two Form 1095s.

If you were enrolled in one of these plans from **1/1-12/31/2019**, you may receive both a 1095-B from the carrier and a 1095-C from Niagara:

Medical Plan Election	Form(s) You will Receive	Delivery Method
Aetna PPO	1095-C from Niagara	<i>Available in Workday</i>
Aetna PPO with HSA	1095-C from Niagara	<i>Available in Workday</i>
Aetna HMO Low	1095-B from Aetna	Mailed to your Home
	1095-C from Niagara	<i>Available in Workday</i>
Kaiser HMO	1095-B from Kaiser	Mailed to your Home
	1095-C from Niagara	<i>Available in Workday</i>

For more information on federal healthcare reporting, please check out <https://www.irs.gov/affordable-care-act/questions-and-answers-about-hfealth-care-information-forms-for-individuals>.