

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: 2/6/2019	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 1/1/2018 - 12/31/2018.

All Niagara Team Members **eligible** for medical will receive a 1095-C in Workday. Team Members enrolled in a Fully-Insured **HMO Medical** plan anytime during 2018 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)

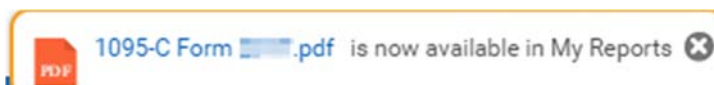
Step 2: In the Search bar (upper left), type **My ACA Forms**



Step 3: Find the 2018 row and select **View/Print**

Year	Company	Form	Latest	
2017	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 2018. Share copies of the 1095 with adult dependents (spouses, children, etc.) that file separate tax returns.

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Depending on your 2018 elections, you may receive up to three Form 1095s. Recall, Niagara’s medical plans renewed on March 1, 2018. If you were covered for the full year, you may see some slight differences between January and February data and you may receive more than 1 form 1095.

If you were enrolled in one of these plans from 1/1-2/28/2018, you will receive a 1095-B from the carriers for January & February 2018:

2018 Medical Plan Election		
January 1 – February 28, 2018	Form(s) You will Receive	Delivery Method
Aetna HMO Low	1095-B from Aetna	Mailed to your Home
Aetna HMO	1095-B from Aetna	Mailed to your Home
Kaiser HMO	1095-B from Kaiser	Mailed to your Home

If you were enrolled in one of these plans from 3/1-12/31/2018, you may receive both a 1095-B from the carrier and a 1095-C from Niagara:

Medical Plan Election		
March 1 – December 31, 2018	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>
Aetna HMO	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-health-care-information-forms-for-individuals>.