

Form 1095-C Reprint Request Fulfilled by a University Employer

Updated 02/01/25

Procedure: 90-0-703

Purpose:

To define procedures for universities to reprint Forms 1095-C issued to employees.

Overview:

- The Health Care Authority (HCA) is designated to produce and issue Forms 1095-C for employers of the State of Washington Controlled Group.
- The Employees and Retirees Benefits Division (ERB) produces Forms 1095-C annually following each calendar year; and produces corrected Forms 1095-C on a monthly basis as needed.
- In some cases, an employee or former employee may need a reprint of their Form 1095-C.
- Universities will provide reprinted Forms 1095-C for their employees.
- PEBB Customer Service will provide reprinted Forms 1095-C for employees of state agencies, community colleges, and commodity commissions (not universities), and all former employees.

Definitions:

Commodity Commission: One of 21 agricultural commodity commissions in Washington State engaged primarily in marketing or research related to a specific commodity (e.g., Apple Commission). A (commodity) commission is included in the definition of “state agency” in PEBB rules.

Employer: An employer identified as a member of the State of Washington Controlled Group.

Form 1095-C: A form the IRS requires employers of the State of Washington Controlled Group to file annually to reflect offers of coverage to full-time employees; and, to reflect the enrollment of employees and former employees (e.g. retirees) in Uniform Medical Plan coverage.

Former Employee: An individual who has terminated employment with an employer, who may or may not have enrolled in PEBB coverage after termination (e.g., enrolled in retiree or PEBB continuation coverage).

PEBB Continuation Coverage: Temporary continuation of PEBB medical plan coverage available after a loss of PEBB employee coverage, including COBRA and Unpaid Leave.

Reprint: A reprint of a Form 1095-C is an exact copy of the most recent Form 1095-C that was mailed to the recipient. As an exact copy, the reprint does not include a single change from the mailed version. When requested by the recipient, the reprint may be mailed to a new address.

State of Washington Controlled Group: All State of Washington state agencies, higher education institutions (including community and technical colleges), and commodity commissions.

Universities: University of Washington, Washington State University, Eastern Washington University, Central Washington University, Western Washington University, and The Evergreen State College.

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ACA Reporting Team:

1. ACA Reporting Team uploads .pdf copies of mailed Forms 1095-C to the Managed File Transfer (MFT) site for each university employer located at <https://mft.wa.gov/webclient/Login.xhtml> when these files are received from Department of Enterprise Services each month.

The file for each specific university is placed in the university employer's folder, within the subfolder titled "ACA."

For example, the path for a file for Forms 1095-C for Central Washington University is:
https://sft.wa.gov/CWU/ACA/375_CENTRAL WA UNIVERSITY_1095Cs.

2. ACA Reporting Team sends a group email to university employer contacts, notifying recipients when the monthly Form 1095-C files are available for download from the university SFT folders, and clarifying that the file must be downloaded within 14 days.

University Employer Procedure (suggested):

3. University Employer receives a monthly group email from the ACA Reporting Team and must download any monthly files from their MFT site folder to a secure file location within 14 days of the email notification. Each filename includes information to identify the form year, and the "prepared date" reflected on page 1 of each .pdf file, which describe the month, day and year the file was prepared. If a University Employer fails to download a file within 14 days, they will need to ask the ACA Reporting Team to upload the files again.

Example:

A university employer may establish the following sample path on a secure network location, to store their 2015 Forms 1095-C:

"Secure Network Location"://Form 1095-C PDF Prints/Year 2024

2024 Forms 1095-C prepared January 24, 2025, for CWU would be named:
375_CENTRAL WA UNIVERSITY_1095Cs (2024 forms prepared 012425.pdf

4. University Employer receives a request for a Form 1095-C reprint **from an employee**:
(See item 8 if request is **from a former employee**)
 - a. **Verify the recipient's mailing address and update payroll system and Benefits 24/7 as applicable.**
 - b. Locate the recipient's Form 1095-C.
 - c. Copies (.pdf) of all mailed Forms 1095-C are located at the secure network location the University Employer established in 3 above:
For example, "Secure Network Location":\\Form 1095-C PDF Prints
 - d. Open (double-click) the desired reporting year folder (e.g., "Year 2024).

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- e. Locate the most recent Form 1095-C for the desired report year by searching the “newest to oldest” file names.

Example:

The file for a 2024 Form 1095-C mailed to an employee or former employee of CWU in February 2024 is titled:

“375_CENTRAL WA UNIVERSITY_1095Cs (2024 forms prepared 022125).pdf”.

The file for a 2024 Form 1095-C mailed to an employee or former employee of CWU in January 2024 is titled:

“375_CENTRAL WA UNIVERSITY_1095Cs (2024 forms prepared 012425).pdf”.

So, the University Employer should check the file with the 022125 prepared date before checking the file with the 012425 prepared date, to make sure they are finding the most recent form (which may be a “corrected” form in the February file, rather than the “original” form in the January file.

- f. Special handling of Forms 1095-C for those who reside/resided in California:

Beginning with the 2022 form year, University Employers will likely receive two files containing original forms produced in January of the year following the form year. One file includes “CA ONLY” as the start of the filename. All form recipients in this file resided in California for at least one month of the report year. A second file will not include this designation, meaning that all form recipients in this file did not reside in California at all during the report year. We ensure that the “CA ONLY” forms are mailed by January 31st to meet California Individual Mandate reporting requirements.

- g. Find the recipient’s Form 1095-C:

- i. Within each file, Forms 1095-C are organized alphabetically by **recipient first name**.

- ii. Using the scroll bar on the right side of the document, manually scroll through the document to a record that is close to, and alphabetically before, the first name on the form you are trying to locate.

For example, to locate an employee whose first name is “Thomas,” manually scroll to a form with a delivery address first name that begins with “T,” but is not alphabetically after “Thomas.” The name “Tanya” would work because it is before “Thomas.” The name “Tony” would not work, because it is after “Thomas.”

Using this process to get close to the record you are seeking will significantly speed the following “Find” function.

- iii. Under the “Edit” menu, select the “Find” command (Ctrl+F), and enter search criteria to locate the recipient’s record. For example, a recipient’s last name, or the

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last four digits of his or her SSN would be effective search criteria. Click “Next” to begin the search.

- iv. If the first record identified by your search is not the recipient’s record, click “Next” again to search to the next record that includes your search criteria. Continue this process until the desired record is located.
 - v. When the recipient’s record is located, make sure that Lines 1 and 2 of the Form 1095-C (name of employee and SSN) match the request.
- h. A Form 1095-C reprint for 2020-2014 should include either 6 or 7 total pages:
- i. Delivery/return address page.
 - ii. Important information about the Form 1095-C information sheet.
 - iii. Form 1095-C page 1 (Parts I and II).
 - iv. Form 1095-C page 2 (Instructions for Recipient).
 - v. Form 1095-C page 3 (Part III).
 - vi. Form 1095-C page 4 (Instructions for Recipient (*continued*)).
 - vii. Form 1095-C page 5 (**included only if more than 13 covered individuals**).
- i. A Form 1095-C reprint for 2015-2019 should include either 4 or 5 total pages:
- viii. Delivery/return address page.
 - ix. Important information about the Form 1095-C information sheet.
 - x. Form 1095-C (Parts I, II, and III).
 - xi. Form 1095-C page 2 (Instructions for Recipient).
 - xii. Form 1095-C page 3 (**included only if more than six covered individuals**).
5. University Employer prepares an envelope for mailing the Form 1095-C reprint, if needed, with a university employer return address. Use the delivery address identified by the requester (see items 4 and 5 above).
- Important Note:** If a university employer distributes a Form 1095-C reprint through email, the university employer should ensure the email is sent by a method to ensure secure distribution.
6. University Employer prints the Form 1095-C reprint.
- a. Left click on the “Delivery/return address page” for the recipient, and the page number will be displayed in the menu bar near the top of the page. For example, the “delivery/return address page” may be page 1011.

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b. Under the application menu, select the “Print” command:

- i. In the “Printer” drop-down menu, select the desired printer.
- ii. Under the “Pages to Print” heading, select the “Pages” option and enter the page range for the specific recipient’s Form 1095-C documents.

For example, if the “delivery/return address page” is page 1,807, and the recipient’s Form 1095-C document is 6 pages; select a page range of “1807-1812.” However, if the recipient’s Form 1095-C document is 7 pages (because there are more than 13 covered individuals), select a page range of “1807-1813.”

Important Note: Be **careful to select the correct number of pages, and the correct page range.** If you print an additional page for a specific requested record, a different recipient’s delivery page information will be included in the reprint. And, if you print fewer pages, then “Covered Individual” content or instructions will be excluded from the reprint (depending on the form year being reprinted).

iii. Under the “Page Sizing & Handling” heading:

(A) Select the box “Print on both sides of paper” and make sure the “Flip on long edge” button is selected.

(B) Select the “Orientation: Auto portrait/landscape” button.

iv. Under the “Comments & Forms” heading, validate that the pages you have selected to print are the only pages that display in the print preview display.

v. Click the “Print” button to send the document to the selected printer.

7. University Employer prepares and mails the Form 1095-C reprint:

- a. Verify that the reprinted Form 1095-C documents all relate to the recipient listed in Line 1 of the Form 1095-C.
- b. Enclose the reprinted Form 1095-C documents in the envelope prepared earlier.
- c. Deliver the envelope to a secure outgoing mailing box.

Important Note: When the university employer provides the Form 1095-C reprint directly to an employee, or through secure email distribution, steps 7.b. and 7.c. are not applicable. But, the university employer should perform step 7.a. of this procedure to validate the documents before distribution.

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OR

8. University Employer receives a request for a Form 1095-C reprint ***from a former employee, or an individual the employer is unable to identify as an employee or former employee*** (e.g., surviving dependent). **The university employer must verify the recipient's mailing address (if possible),** and then may refer the request **(with verified mailing address)** to [HCA Support](#).
- a. Provide the individual's name and Taxpayer Identification Number (e.g., SSN, ITIN).
 - b. Identify which tax year(s) for the requested Form(s) 1095-C.
 - c. Provide the recipient's current mailing address.
 - d. HCA Support Request Example: "Please provide a reprinted Form 1095-C for 2024 tax year for John Smith, SSN 555-44-3333. The current mailing address is 123 Main Street Apt 98, Olympia WA 12345."

Important Note: If the university employer receives a reprint request ***from a former employee***, the university employer may elect to support the request even though the former employee's reprint request may be referred to PEB Outreach & Training as described in 4 above, in order to support an improved customer service experience for the former employee.