

# Form 1095-C Reprint Request Fulfilled by a University Employer

Effective 3/28/16

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## 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 PEB Division 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 his or her Form 1095-C.
- Universities will provide reprinted Forms 1095-C for their employees.
- PEB 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 23 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.

*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, including COBRA, LWOP, and PEBB extension of coverage.

*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 agencies, higher education institutions (including community and technical colleges), and commodity commissions in the state of Washington.

*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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## HCA IT Procedure:

1. HCA IT staff uploads the .pdf copies of mailed Forms 1095-C to the Secure File Transfer (SFT) site for each university employer located at <https://sft.wa.gov> 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](https://sft.wa.gov/CWU/ACA/375_CENTRAL WA UNIVERSITY_1095Cs).

## PEB Outreach & Training Procedure:

2. PEB Outreach & Training sends a group email to university employers, 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 PEB Outreach and Training, and downloads the monthly file from their SFT site folder to a secure file location. The university employer should amend the file name to include the "prepared date" reflected on page 1 of each .pdf file, to describe the year, month, and day the file was prepared. The file must be downloaded within 14 days.

For example, a university employer may establish the following path on a secure network location:  
"Secure Network Location"://Form 1095-C PDF Prints/Year 2015

And, the university employer must amend the file name as follows to include the prepared date:  
02-26-16\_375\_CENTRAL WA UNIVERSITY\_1095Cs

4. 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 the Outreach and Training section of the PEB Division through Pers/Pay FUZE.

**Important Note:** If a 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.

OR

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5. University employer receives a request for a Form 1095-C reprint from an employee:
  - a. Locate the recipient's Form 1095-C.
  - b. Copies (.pdf) of all mailed Forms 1095-C are located at the path established in 3 above:  
For example, "Secure Network Location":\\Form 1095-C PDF Prints
  - c. Open (double-click) the desired reporting year folder (e.g., "Year 2015").
  - d. Locate the most recent Form 1095-C for the desired report year by searching the "newest to oldest" file names; and, open (double-click) the desired file.

For example, the file for a Form 1095-C mailed to an employee or former employee of CWU in February 2016 is titled "02-26-16\_375\_CENTRAL WA UNIVERSITY\_1095Cs".

- e. Find the recipient's Form 1095-C:
  - i. Within this 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 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 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."
  - 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 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.
- f. Each Form 1095-C reprint should include either 4 or 5 total pages:
  - i. Delivery/return address page;
  - ii. Important information about the Form 1095-C information sheet;
  - iii. Form 1095-C;

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- iv. Form 1095-C page 2 (Instructions for Recipient);
  - v. Form 1095-C page 3 (**included only if more than six covered individuals**).
6. University employer prepares an envelope for mailing the Form 1095-C reprint, if needed, with a university employer return address.
- a. Use the delivery address identified by the requester (if specified); or
  - b. Use the delivery address for the originally issued Form 1095-C (located on page 1 of each Form 1095-C .pdf); unless the
  - c. PAY1 A.01 mailing address (or home address if there is no mailing address) was updated after the Form 1095-C “prepared date.” For example, if the PAY1 “address effective date” is 02/27/2016; and, the Form 1095-C “prepared date” is 02/26/2016, then use the PAY1 address because it is more current than the delivery address on the originally issued Form 1095-C.

**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.

7. 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.
  - b. Under the “File” menu, select the “Print” command (CTRL+P):
    - 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 recipient’s Form 1095-C documents.

For example, if the “delivery/return address page” is page 1011, and the recipient’s Form 1095-C document is 4 pages; select a page range of “1011-1014.” However, if the recipient’s Form 1095-C document is 5 pages (because there are more than 6 covered individuals), select a page range of “1011-1015.”

**Important Note:** Be careful to select the correct number of pages, and the correct page range. If you print 5 pages for a 4-page record, a different recipient’s information will be included in the reprint. And, if you print only 4 pages of a 5-page record, one or more covered individuals will be excluded from the reprint.

- 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;

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(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.

8. 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 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 8.b. and 8.c. are not applicable. But, the university employer should perform step 8.a. of this procedure to validate the documents before distribution.