



IRS Form 1095-C Questions & Answers January 2018

Q: *What is the IRS Form 1095-C?*

A: The Form 1095-C is an annual informational form provided to employees as part of the shared responsibility provision in the Affordable Care Act, which identifies employer provided health insurance coverage to the employee for the calendar year.

Q: *How do I access my Form 1095-C?*

Login to My.Lakeland.edu (if you no longer have access - you should contact the help desk at 920-565-1143 or contact Human Resources for a copy)

Click on “Employee Info” (in white print in the blue header area)

Click on “Employee Home” (off to the left, underneath the gold Employee Info bar)

Go to “PDF Reports” (bottom right area of the screen)

The 2017 1095-C will be housed in this PDF section

Q: *What information is provided on Form 1095-C?*

A: Information on the 1095-C can be found here: <https://www.irs.gov/forms-pubs/about-form-1095-c>

Q: *I did not receive a Form 1095-C. Should I expect one?*

A: If you were eligible for health insurance benefits as an employee of Lakeland University at any time during the calendar year 2017, you should expect a 1095-C. If you were not eligible for health insurance, you won't receive a 1095-C.

Q: *I am no longer an employee of Lakeland University. How will I receive Form 1095-C?*

A: Your 1095-C will be mailed to the address on file on or before January 31st.

Q: *How do I update my address if it is incorrect?*

A: If you are a current or former employee, please contact Human Resources at 920-565-1000 ext. 2395 or krupskika@lakeland.edu.

Q: *What do I do with this form?*

A: Lakeland University cannot provide tax advice. Please contact your accountant or tax preparer for assistance.

Lakeland does offer to eligible individuals free tax preparation service through its VITA program. Please contact Brett Killion at 920-565-1000 ext. 2282 or killionb@lakeland.edu with questions.

Q: *Who do I contact if I have questions on the content of my form?*

A: Please contact Katrina Krupski in the Human Resources Department at 920-565-1000 ext. 2395 or krupskika@lakeland.edu.