



CITY OF SAN ANTONIO  
**HUMAN RESOURCES DEPARTMENT**



## New Tax Form: 1095-C is Coming Your Way!

### Frequently Asked Questions and Answers about Tax Form 1095-C

At the end of January, a new tax form called the 1095-C will be mailed to you. This tax form will contain information about your health care coverage. It is important to keep the form for your records because you will need it to file your 2015 taxes. We have provided this FAQ document to offer a better understanding of the form and what to do when you receive one. You can also view a brief [video](#) for more information.

#### 1. What is a Form 1095-C?

The 1095-C contains detailed information about the health care coverage provided by your employer, the City of San Antonio. If you were enrolled in health care coverage from the City or were considered a full-time employee at any point in 2015, then you should receive a 1095-C. You will need it to complete your 2015 tax return. The information you report from the form will be used to determine whether you will pay a penalty for failing to have health care coverage as required by the Patient Protection and Affordable Care Act, also called Obamacare. Think of the form as your “proof of health insurance” for the IRS.

#### 2. Who receives a Form 1095-C?

Employers with 100 or more full-time equivalent employees are required to send 1095-Cs to any employee who was eligible for a health insurance plan in 2015 or was considered a full-time employee at any point in 2015.

#### 3. Why did I get more than one Form 1095-C?

If you worked at more than one company or organization, you may receive a 1095-C from each employer.

#### 4. Why didn't I get a Form 1095-C from the City?

If you were not eligible for health care coverage through the City during 2015, you will not receive a 1095-C.

#### 5. When will I get my Form 1095-C?

Your 1095-C will be mailed to you at the end of January, so you should receive it in early February. **Please note that the envelope will read “important tax notice” and will include the City’s return address.** If you believe you should have received a 1095-C but did not, please contact Employee Benefits at (210) 207-0073 or email [HRCustomerService@sanantonio.gov](mailto:HRCustomerService@sanantonio.gov).



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**6. What should I do with my Form 1095-C?**

When you receive your 1095-C, keep it for your records. You will need it to complete your tax return.

**7. What information is on the Form 1095-C?**

There are three parts to the form:

- Part 1 reports information about you and your employer.
- Part 2 reports information about the coverage offered to you by your employer, the affordability of the coverage offered, and the reason why you were or were not offered coverage.
- Part 3 reports information about the individuals covered under your plan.

**8. Do I need my Form 1095-C and my W-2 to file my taxes?**

Yes, if you received a 1095-C, you will need both your W-2 and your 1095-C to complete your 2015 tax return.

**9. What if I have questions?**

If you have additional questions about your 1095-C, please visit [www.irs.gov](http://www.irs.gov) or [www.healthcare.gov](http://www.healthcare.gov) to learn more. For questions regarding your personal taxes, please contact a professional tax advisor.