

Job Aid: Consent to Paperless Delivery of Form 1095 C

This document provides information on how to consent to paperless delivery of **Form 1095-C**, in UCPATH. A **Form 1095-C** statement includes information about employer provided health insurance offer and coverage as part of Affordable Care Act (ACA) regulations.

For more information on the Affordable Care Act and to access frequently asked questions (FAQs), please visit UCnet at https://ucnet.universityofcalifornia.edu/compensation-and-benefits/health-plans/medical/affordable-care-act/faq.html#2_1

Navigation: Employee Actions > Income and Taxes > **Online 1095-C Consent**

To navigate to specific areas within the document, use the links provided below. Should this be “JA Body Text

- [How to Consent to Paperless Delivery of Form 1095-C](#)
- [How to withdraw Consent to Paperless Delivery of Form 1095-C](#)
- [How to access and view electronic Form 1095-C in UCPATH](#)
- [Sample Form 1095-C](#)

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How to Consent to Paperless Delivery of Form 1095C

Navigation: Employee Actions > Income and Taxes > [Online 1095-C Consent](#)

By **Consenting to Paperless Delivery of Form 1095C**, the employee agrees to have access to an electronic Form 1095-C statement via the UCPath system **only**, and will no longer receive a paper version of the Form 1095-C by U.S. Mail delivery.

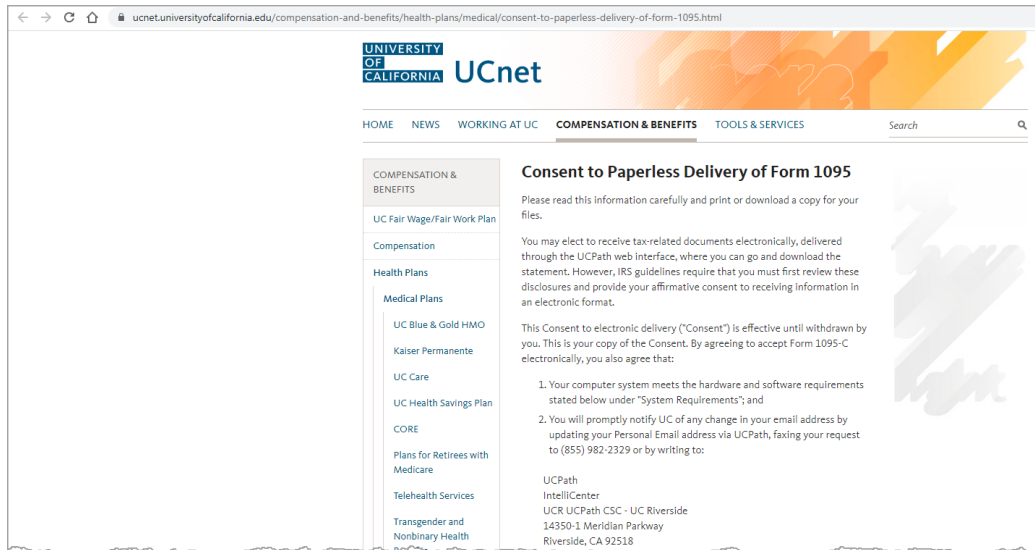
Log into the UCPath system and navigate to **Online 1095-C Consent**. Review the information provided on the **Form 1095-C Consent** page. In this example, the employee will **Consent to Paperless Delivery of Form 1095C** to not receive Form 1095-C by U.S. Mail delivery. Employee will continue to have access to an electronic Form 1095-C statement via UCPath.

The screenshot displays the UCPath interface for the 'Form 1095-C Consent' page. On the left, a navigation menu lists various options, with 'Online 1095-C Co...' highlighted and an orange arrow pointing to it. The main content area features a header for 'Form 1095-C Consent' and 'Hoa Calimpusan'. Below this is a 'Tax Statement Delivery Preference' section. The text explains that the user currently receives statements by postal mail and offers the option to receive them electronically via UCPath. It includes a disclaimer about the IRS's approval and a note that consent is required for electronic delivery. A 'Submit' button is located at the bottom of the form.

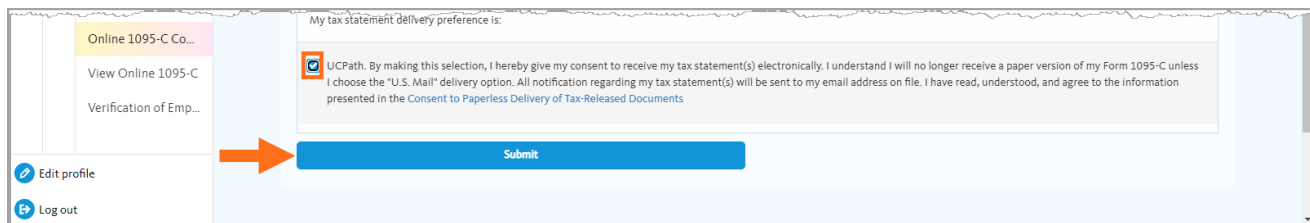
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To review the full terms of consent, click the hyperlink [Consent to Paperless Deliver of Tax-Released Documents](#).

A new browser window will open up with the full terms of consent. Please read the provided information carefully.



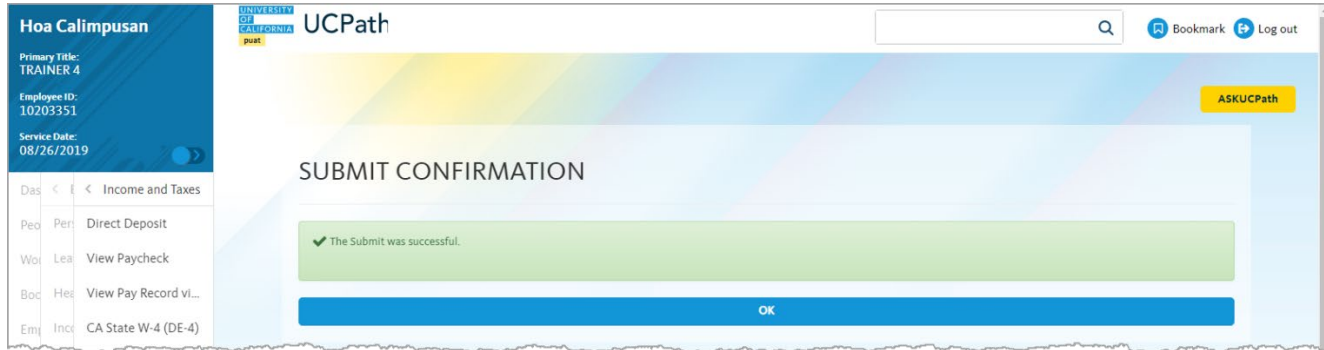
If you agree to the terms and conditions click the check box to consent and click **Submit**.



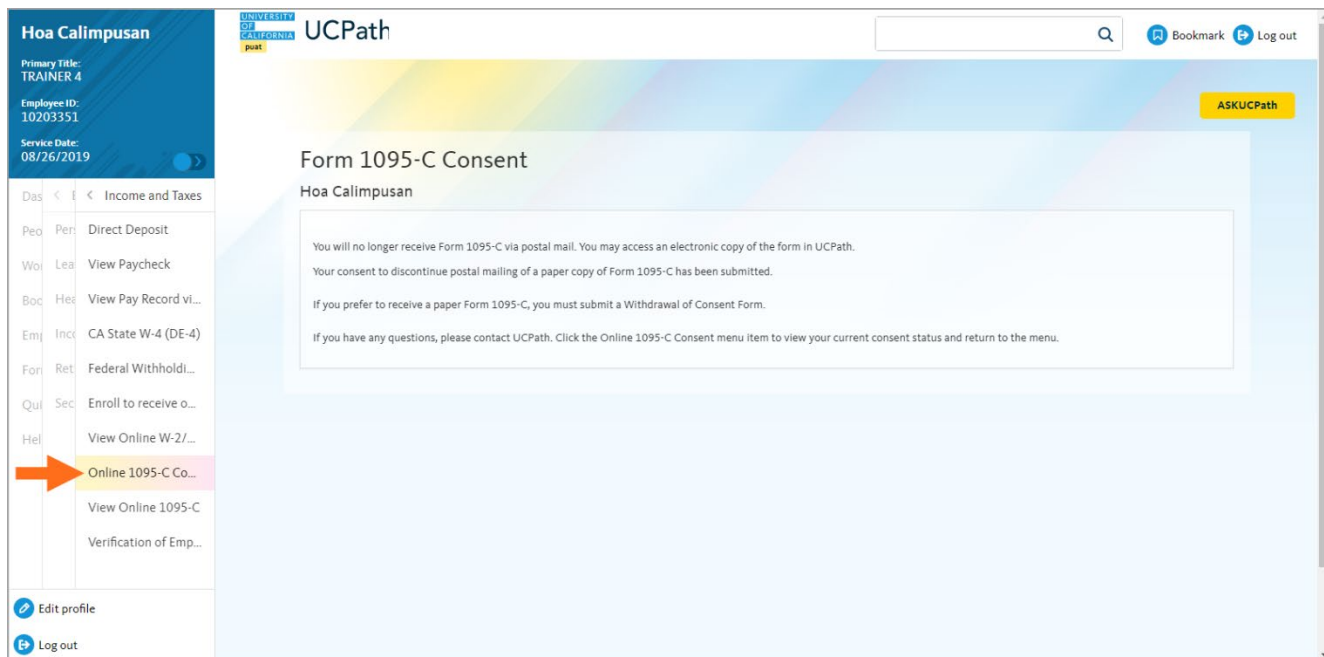
! If you do not **Consent to Paperless Delivery of Form 1095C** by **January 1, 2023** in the UCPath system, you will receive a copy of Form 1095-C by U.S. Mail **Delivery** delivery

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After you click **Submit**, you will be directed to a **SUBMIT CONFIRMATION** page with a message **The Submit was Successful**.

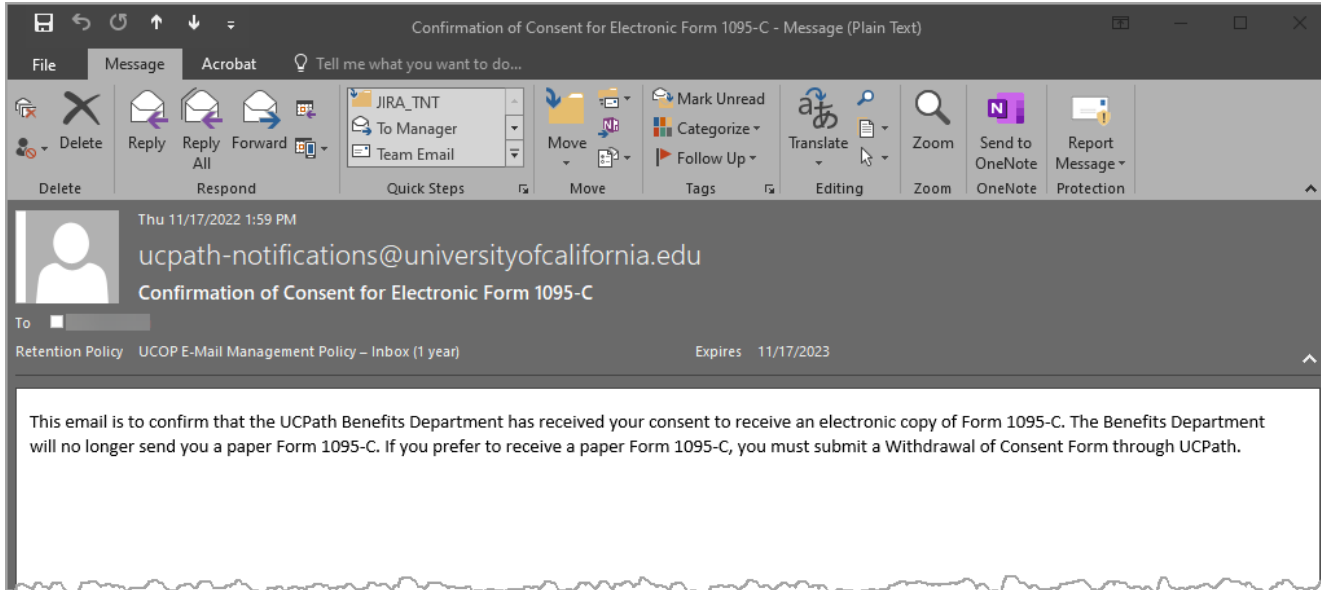


Click **OK** to be directed to the **Form 1095-C Consent** page.



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An email from UCPATH Benefits Department will be sent to your email on file confirming that UCPATH will no longer send a paper Form 1095-C.



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How to Withdraw Consent to Paperless Delivery of Form 1095C

To withdraw **Consent to Paperless Delivery of Form 1095C**, the employee agrees to receive Form 1095-C by U.S. Mail delivery **and** have access to an electronic Form 1095-C statement via UCPath.

Follow the following steps to Withdraw Consent to Paperless Delivery of Form 1095C

Navigation: Employee Actions > Income and Taxes > **Online 1095-C Consent**

The screenshot shows the UCPath interface for 'Form 1095-C Consent'. The user is logged in as 'Hoa Calimpusan' (Primary Title: TRAINER 4, Employee ID: 10203351, Service Date: 08/26/2019). The sidebar on the left contains a navigation menu with 'Online 1095-C Co...' highlighted by an orange arrow. The main content area displays the 'Form 1095-C Consent' page with the following text:

Form 1095-C Consent
Hoa Calimpusan

Tax Statement Delivery Preference

You currently receive Form 1095-C electronically.

You have consented to discontinue postal mailing of a paper copy of Form 1095-C. If you prefer to receive a paper Form 1095-C, you must submit a Withdrawal of Consent Form. If this Withdrawal of Consent is submitted after January 1st, you may still only receive an electronic copy of the form for the previous calendar year.

After you submit the Withdrawal of Consent Form, it is valid until you submit a new Consent Form.

If you have any questions, please contact UCPath.

I withdraw my consent to receive Form 1095-C only in electronic format. I understand I will receive a paper copy via postal mail, and that I will continue to be able to access an electronic copy in UCPath.

Submit

When logged into the UCPath system, navigate to **Online 1095-C Consent**.

Click on the “*I withdraw my consent to receive Form 1095-C only in electronic format. I understand I will receive a paper copy via postal mail, and that I will continue to be able to access an electronic copy in UCPath.*” check box to select.

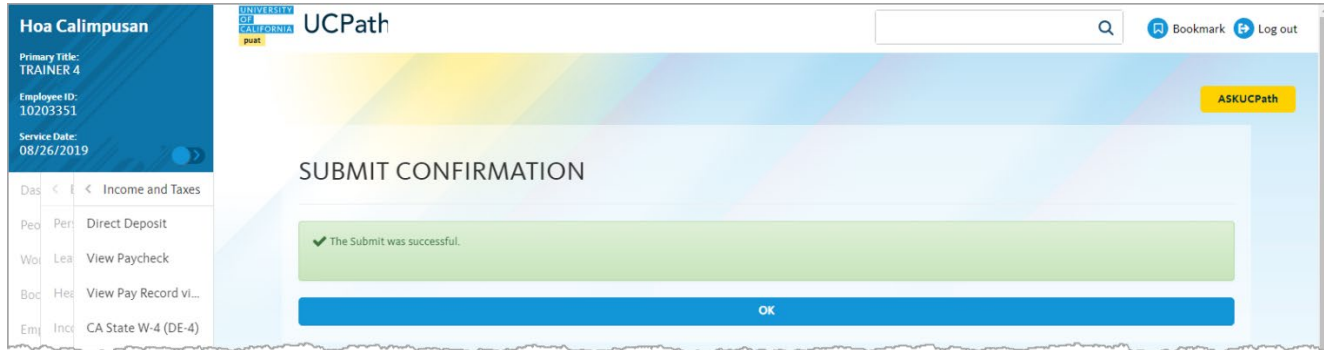
This screenshot is similar to the previous one, but the checkbox for the withdrawal of consent is now checked. The text in the main content area is:

I withdraw my consent to receive Form 1095-C only in electronic format. I understand I will receive a paper copy via postal mail, and that I will continue to be able to access an electronic copy in UCPath.

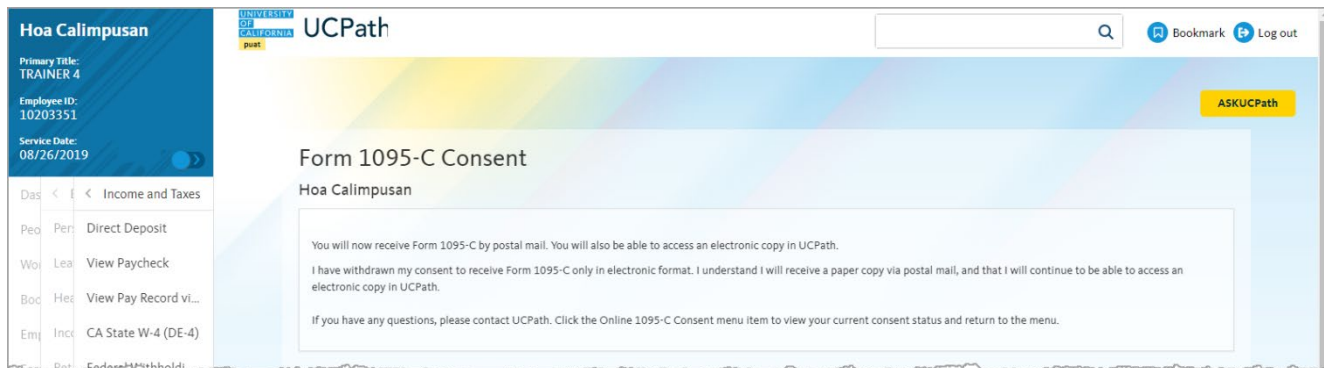
Submit

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After you click **Submit**, you will be directed to a **SUBMIT CONFIRMATION** page with a prompt that **The Submit was Successful**.



Click **OK** to be directed to the **Form 1095-C Consent** page.

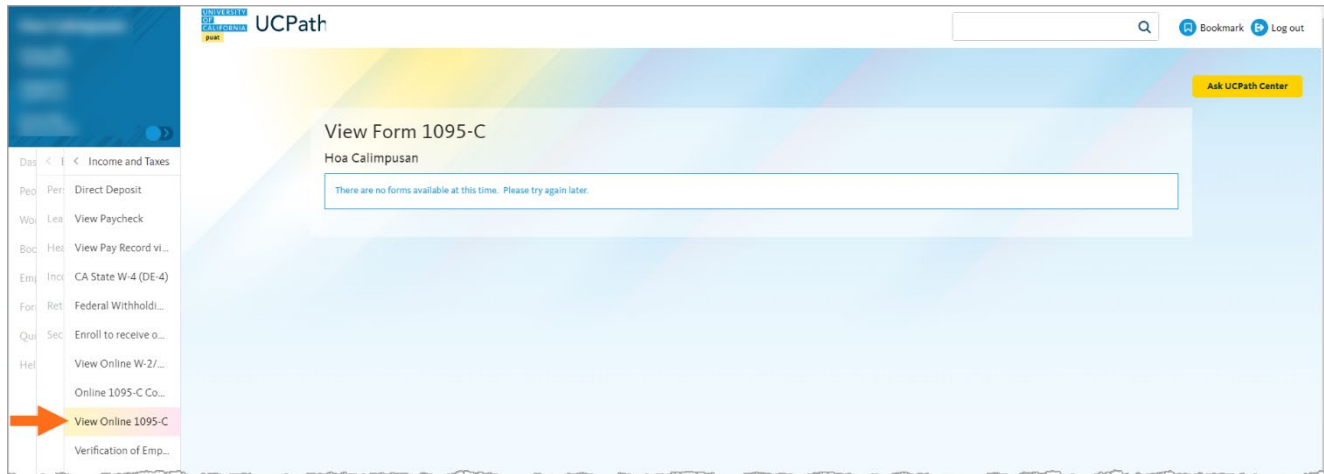


The above message will appear when you click **OK**.

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How to access and view electronic Form 1095-C in UCPath

When logged into the UCPath system, navigate to [View 1095-C](#).



In the example the, “[There are no forms available at this time. Please try again later.](#)” message displays.

Sample Form 1095-C

Forms 1095-C		Employer-Provided Health Insurance Offer and Coverage		<input type="checkbox"/> VOID <input type="checkbox"/> CORRECTED		OMB No. 1545-2251											
Department of the Treasury Internal Revenue Service		Do not attach to your tax return. Keep for your records. Go to www.irs.gov/Form1095C for instructions and the latest information.				2019											
Part I Employee				Applicable Large Employer Member (Employer)													
1 Name of employee (first name, middle initial, last name)		2 Social security number (SSN)		7 Name of employer		8 Employer identification number (EIN)											
3 Street address (including apartment no.)		6 Country and ZIP or foreign postal code		9 Street address (including room or suite no.)		10 Contact telephone number											
4 City or town		5 State or province		11 City or town		13 Country and ZIP or foreign postal code											
				12 State or province		14											
Part II Employee Offer of Coverage				Plan Start Month (enter 2-digit number):													
14 Offer of Coverage (enter required code)		All 12 Months	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec			
15 Employee Required Contribution (see instructions)		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$			
16 Section 4980H Safe Harbor and Other Relief (enter code, if applicable)			2C	2C	2C	2C	2C	2C	2C	2C	2C	2C	2C	2C			
Part III Covered Individuals																	
If Employer provided self-insured coverage, check the box and enter the information for each individual enrolled in coverage, including the employee. <input type="checkbox"/>																	
(a) Name of covered individual(s) First name, middle initial, last name		(b) SSN or other TIN (if SSN or other TIN is not available)		(c) Covered all 12 months		(d) Months of Coverage											
						Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
17						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>