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

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- How to withdraw Consent to Paperless Delivery of Form 1095-C
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- Sample Form 1095-C
How to Consent to Paperless Delivery of Form 1095C

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

By Consent 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.
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.
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.
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.

This email is to confirm that the UCPath Benefits Department has received your consent to receive an electronic copy of Form 1095-C. The Benefits Department will no longer send you a paper Form 1095-C. If you prefer to receive a paper Form 1095-C, you must submit a Withdrawal of Consent Form through UCPath.
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**

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.
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**.
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