

Waco Independent School District 1095 Consent Form

Name: _____ ID#: _____

What is a 1095 form?

A 1095 form reports your health care coverage throughout the year to the Internal Revenue Service. Employers and insurance companies will send one copy to the Internal Revenue Service and provide a copy to you. The form shows that you and your family members either did or did not have health coverage during each month of the past year.

Employees have the option of receiving their 1095's in electronic format or hard copy.

Please indicate your choice by checking the appropriate box below:

- I choose to receive my 1095 in **electronic format** and accept responsibility for accessing my 1095 in the Employee Service Center (TEAMS).
- I choose to receive my 1095 in **paper format**. I understand that my paper 1095 will be mailed by US Postal Service on the last day of January. **I understand that it is my responsibility to notify the Human Resources department if there is a change in my mailing address.**

Please read the following statements carefully for they provide important information about your 1095.

- This consent will remain in effect until:
 - You notify the Payroll department in writing you request to change how you will receive your 1095.
 - You change the 1095 Print Option Type of Delivery in the Employee Service Center (TEAMS). This option is located under My Payroll Information/My 1095.
- If you choose to receive a paper form of your 1095 and you have received electronic forms previously the change to the paper form will not change the electronic receipt of previous 1095's.

If the Human Resources department is not notified that you want to receive a paper 1095 then you will automatically be set up for electronic delivery.

If you have any questions concerning this consent form or about your 1095 please contact the Human Resources department by email or phone.

Signature

Date