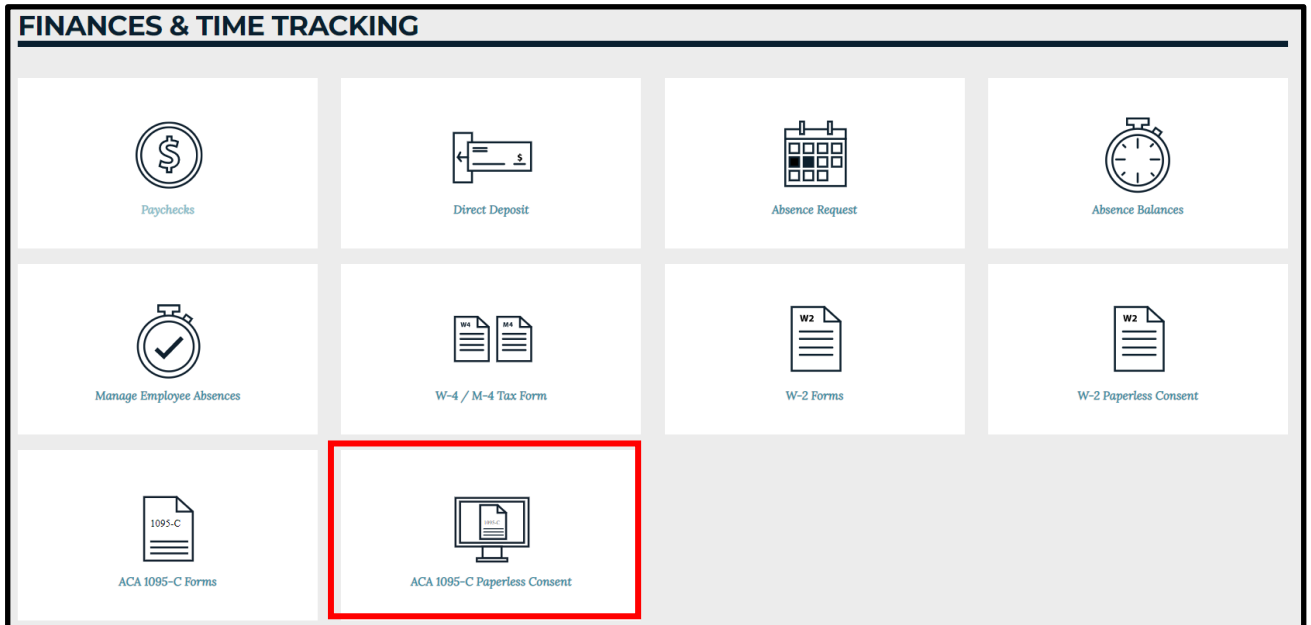


GO PAPERLESS WITH YOUR ACA 1095-C

Form 1095-C is an **informational** document that serves as proof of qualified health insurance coverage (referred to as minimum essential coverage) only. This proof of coverage is **NOT REQUIRED** for your income tax filing.

Please note, Form 1099-HC is needed to complete your MA state tax return. This form serves as proof of health insurance coverage for Massachusetts residents age 18 and older. Your Form 1099-HC will be mailed to you by your **health insurance carrier** by January 31st of each year.

1. Log in to Employee Self Service (<https://ess.boston.gov>)
2. Scroll to Finances & Time Tracking section. Click the **ACA 1095-C Paperless Consent** tile*



* If you do not see the tile, clear cache and try again.

3. Check the check box to indicate your consent to receive the 1095-C form electronically.

You must complete this Consent Form to receive an electronic copy of Form 1095-C from the City of Boston instead of receiving a mailed paper form. If you do not submit a Consent Form or a Withdrawal of Consent Form, the Health Benefits and Insurance Division will process your Form 1095-C based on the most recent information you have provided.

Once you submit the Consent Form, it will remain valid until you submit a Withdrawal of Consent Form or electronic access to forms is discontinued.

If you have any questions, please contact the Health Benefits and Insurance Division at 617-635-4570.

I consent to receive Form 1095-C electronically

← BACK SUBMIT

- 4. Click Submit
- 5. Your status should now read 'You will now receive Form 1095-C statements electronically'.

You will now receive Form 1095-C statements electronically

Your Consent Form to receive an electronic Form 1095-C has been submitted. If you prefer to receive a paper Form 1095-C, you must submit a Withdrawal of Consent Form.

If you have any questions, please contact the Health Benefits department at 617-635-4570.

- 6. An automated email will be sent confirming your submission. (This email will go to the email address listed as preferred in Employee Self Service)

