



Form 1095-C Support

Form 1095-C, Employer-Provided Health Insurance Offer and Coverage:

Form 1095-C is filed and furnished to any employee of an Applicable Large Employers (ALE) member who is a full-time employee for Affordable Care Act (ACA) purposes for one or more months of the calendar year. Applicable Large Employers must report information for all twelve months of the calendar year for each employee.

Universities of Wisconsin High-level Summary of Responsibilities for support of distribution of Form 1095-C:

Universities of Wisconsin Office of Human Resources:

- Policy guidance and interpretation
- [Universities of Wisconsin Administrator ACA Resources](#) (administrator facing)
- [Universities of Wisconsin ACA web page](#) (employee facing)

UW-Shared Services, Service Operations:

- Field initial calls from employees
- Answer general Affordable Care Act (ACA) questions
- Explain Form 1095-C
- Update employee information (address, etc.)
- Respond to requests for reprints of Form 1095-Cs
- Answer questions/discrepancies on Form 1095-C data (coverage months, offer codes, etc.)
- Coordinate revised Form 1095-C when needed
 - Retroactive corrections/terminations
 - SSN updates or corrections

Universities of Wisconsin Institutions:

- Refer employees to resources as needed
 - General Affordable Care Act (ACA) or Form 1095-C questions:
 - UW-Shared Services, Service Operations:
 - Email - serviceoperations@support.wisconsin.edu
 - Phone - (888) 298-0141
 - Fax - (608) 890-2327
 - Employee/Universities of Wisconsin specific questions:
 - IRS website
 - [Universities of Wisconsin ACA web page](#) (employee facing)
 - UW-Shared Services, Service Operations
 - For questions regarding incorrect/questionable data enter a ticket
 - Respond to benefits eligibility questions (for institutions that are part of Benefits Counseling refer to serviceoperations@support.wisconsin.edu)
- Handle employment information questions or issues
 - Hire or termination date
 - Hired on incorrect employee ID