

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 one or more months of the calendar. ALE members must report that information for all twelve months of the calendar year for each employee.

UW System High-level Summary of Responsibilities for support of distribution of Form 1095-C:

UW System Human Resources

- Policy guidance and interpretation.
- [UW System Administrator ACA Resources](#) (administrator 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

UW System Institutions:

- Refer employees to other resources as needed.
 - General Affordable Care Act (ACA) or Form 1095-C questions:
 - UW-Shared Services, Service Operations:
 - Email - serviceoperations@uwss.wisconsin.edu
 - Phone - (888) 298-0141
 - Fax - (608) 890-2327
 - Employee/UW System specific questions:
 - IRS website
 - [UW System Human Resources ACA page](#) (employee facing)
 - UW-Shared Services, Service Operations
 - For questions regarding incorrect/questionable data enter a ticket.
- Respond to benefits eligibility questions.
- Handle employment information questions/issues.
 - Hire or termination date
 - Hire on incorrect EID