

BLACK HAWK SCHOOL DISTRICT

NOTICE TO STAFF



Subject: Availability of Form 1095-C Upon Request

I would like to inform you of a change regarding the distribution of Form 1095-C, following new guidance under the Affordable Care Act (ACA). Beginning with the 2024 reporting year, the Black Hawk School District will no longer automatically provide Form 1095-C to all full-time employees. The district is still required to provide this information to the IRS.

Under the updated rules, Form 1095-C will only be provided upon request. This form, which documents information about health insurance coverage, will be made available to you as follows:

1. Requesting a Form 1095-C

- If you require a copy of your Form 1095-C, please send me a request via email.

2. Timeline for Providing Requested Forms

- Once a request is received, the district will provide the form within 30 days or by January 31, whichever is later.

What is the Relevance of Form 1095-C

Form 1095-C is a document issued by employers to their full-time employees. It provides information about health insurance coverage offered by the employer and is relevant for the following purposes:

1. Compliance with the Affordable Care Act (ACA):

- The form helps individuals confirm whether their employer met the ACA requirement to offer minimum essential health coverage that is affordable and provides minimum value.

2. Proof of Health Insurance Coverage:

- For those enrolled in employer-sponsored health plans, Form 1095-C serves as documentation of their coverage. While the individual mandate penalty has been eliminated at the federal level, some states still require proof of health insurance for state tax purposes.

3. Tax Filing Purposes:

- The form is not required to be attached to tax returns.

If you have any questions or need assistance, please let me know by contacting me at the email, phone or address shown below:

Tammy Zimmerman – email: zimtam@blackhawk.k12.wi.us
(608) 439-5400 ext. 107
PO Box 303
South Wayne, WI 53587

Original Alternative Furnishing Method Under the Qualifying Offer Method Statement Furnished to Employee	
IF any of the following are incorrect ...	THEN ...
Name, SSN, ALE Member EIN Offer of Coverage	<ul style="list-style-type: none"> • Submission to the IRS: <ol style="list-style-type: none"> 1. Prepare a new Form 1095-C. 2. Enter an "X" in the "CORRECTED" checkbox at the top of the form. 3. Submit corrected Form 1095-Cs with a non-authoritative Form 1094-C transmittal to the IRS. • Furnish to employee: If, after the correction, the ALE Member is still eligible to use the alternative furnishing method under the Qualifying Offer Method, furnish the employee either a Form 1095-C or corrected statement. If the ALE Member is no longer eligible to use the alternative furnishing method with respect to the employee, furnish a Form 1095-C to the employee.

A statement may be furnished electronically by email or by informing the individual how to access the statement on the ALE Member's website. Statements reporting coverage and offers of coverage under an expatriate health plan, however, may be furnished electronically unless the recipient explicitly refuses to consent to receive the statement in an electronic format. Specific information on consents to furnish statements electronically can be found in Regulations section 301.6056-2.

Extensions of time to furnish statements to recipients. The due date for furnishing Form 1095-C is automatically extended from January 31, 2025, to March 3, 2025. Thus, no additional extensions will be granted.

Information reporting penalties. All employers subject to the employer shared responsibility provisions and other employers that sponsor self-insured group health plans that fail to comply with the applicable information reporting requirements may be subject to the general reporting penalty provisions for failure to file correct information returns and failure to furnish correct payee statements. For returns required to be made and statements required to be furnished for 2024 tax year returns, the following apply.

- The penalty for failure to file a correct information return is \$330 for each return for which the failure occurs, with the total penalty for a calendar year not to exceed \$3,987,000.
- The penalty for failure to provide a correct payee statement is \$330 for each statement for which the failure occurs, with the total penalty for a calendar year not to exceed \$3,987,000.
- Special rules apply that increase the per-statement and total penalties if there is intentional disregard of the requirement to file the returns and furnish the required statements.

Penalties may be waived if the failure was due to reasonable cause and not willful neglect. See section 6724 and Regulations section 301.6724-1 and Regulations section 1.6055-1(h) (which relate to Form 1095-C, Part III). For additional information, see Pub. 1586.

Alternative manner of furnishing statements to non-full-time employees. If you are an ALE member that offers employer-sponsored, self-insured health coverage and meets the requirements of Regulations section 1.6055-1(g), you may use the alternative manner of furnishing statements to non-full-time employees and non-employees who are enrolled in the self-insured health coverage. To use the alternative manner of furnishing statements, the following conditions must be met.

- The employer must provide clear and conspicuous notice, in a location on its website that is reasonably accessible to all individuals, stating that individuals may receive a copy of their statement upon request. The notice must include an email address, a physical address to which a request for a statement may be sent, and a telephone number that individuals may use to contact the employer with any questions. A notice posted on an employer's website must be written in plain, non-technical terms and with letters of a font size large enough, including any visual clues or graphical figures, to call to a viewer's attention that the information pertains to tax statements reporting that individuals had health coverage. For example, an employer's website provides a clear and conspicuous notice if it (1) includes a statement on the main page, or a link on the main page, reading "Tax Information," to a secondary page that includes a statement, in capital letters, "IMPORTANT HEALTH COVERAGE TAX DOCUMENTS"; (2) explains how non-full-time employees and non-employees who are enrolled in the plan may request a copy of Form 1095-C; and (3) includes the employer's email address, mailing address, and telephone number.
- The employer must post the notice on its website by March 3, 2025, and retain the notice in the same location on its website through October 15, 2025.
- The employer must furnish the statement to a requesting individual within 30 days of the date the request is received. To

Furnishing Forms 1095-C to Employees

You will meet the requirement to furnish Form 1095-C to an employee if the form is properly addressed and mailed on or before the due date. If the due date falls on a weekend or legal holiday, then the due date is the following business day. A business day is any day that is not a Saturday, Sunday, or legal holiday.

An ALE Member must furnish a Form 1095-C to each of its full-time employees by March 3, 2025, for the 2024 calendar year. See *Extensions of time to furnish statements to recipients*, below.

For more information on alternative furnishing methods for employers, see *Qualifying Offer Method*, later.

Filers of Form 1095-C may truncate the social security number (SSN) of an individual (the employee or any family member of the employee receiving coverage) on Form 1095-C statements furnished to employees by showing only the last four digits of the SSN and replacing the first five digits with asterisks (*) or Xs. Truncation is not allowed on forms filed with the IRS. In addition, an ALE Member's EIN may not be truncated on the statements furnished to employees or the forms filed with the IRS.

Except as provided below, statements must be furnished on paper by mail (or hand delivered), unless the recipient affirmatively consents to receive the statement in an electronic format. If mailed, the statement must be sent to the employee's last known permanent address, or if no permanent address is known, to the employee's temporary address. For more information on furnishing statements to non-full-time employees and non-employees who are enrolled in employer-sponsored self-insured health coverage, see *Alternative manner of furnishing statements to non-full-time employees*, later.

Consent to furnish statement electronically. An ALE Member is required to obtain affirmative consent to furnish a statement electronically. This requirement ensures that statements are furnished electronically only to individuals who are able to access them. The consent must relate specifically to receiving the Form 1095-C electronically. An individual may consent on paper or electronically, such as by email. If consent is on paper, the individual must confirm the consent electronically.