

Notice to Employees: Availability of Form 1095-C

In compliance with updated **Affordable Care Act (ACA) reporting requirements**, the Jamestown Public School District will no longer automatically distribute paper copies of **Form 1095-C**.

This form provides information about your employer-provided health coverage and may be needed when filing your taxes.

How to Request a Paper Copy:

If you would like to receive a **printed copy** of your **1095-C**, you may request one at no cost by contacting:

Payroll Department
Miah.Sahr@k12.nd.us
701-252-1950
JPS Central Office

Paper copies will be provided within **30 days of request**.

This notice is posted in accordance with federal requirements to ensure all employees are informed of their right to access Form 1095-C.

Jamestown Public School District
March 10, 2025

****Current 1095-C Forms are also available on Web Link**

Organization Name: Jamestown Public School District
Web Link Address: //10.85.65.145/weblinksq1/login.aspx

User ID: Employee ID (First 4 letters of last name and first 3 letters of first name) Ex. SAHRMIA
Password: Last 4 numbers of your Social Security Number

Important! Change your password immediately after logging into Web Link by selecting the Settings menu, and then Change Password.

Once logged in, Click Employee Information tab, Payroll and Compensation, and then 1095s.

You can view all current and previous 1095-C Forms, Paystubs, and W-2s.

Additional Tips for Using Web Link:

1. You must have the web browser on your computer set to allow pop-up windows in order to use all functions in Web Link properly. The settings to allow pop-ups can be defined for just the web server used for Web Link if desired. Contact your Technology Coordinator for assistance with allowing pop-ups.
2. When navigating in Web Link, use the Tab key or your mouse to move from field to field.
3. Refer to the Help File (accessed by selecting the Help menu, then Web Link Help) for step-by-step instructions on using the options in Web Link.
4. When exiting Web Link, always click the Logout option in the upper right corner to ensure your user ID does not get 'locked' by the system (act as though you are still logged in).