

To: Faculty and Staff
 From: Kelli Sarslow, Benefits Director
 Date: January 19, 2023
 Subject: Form 1095-C Distribution

The IRS requires employers to distribute an annual statement describing benefits eligibility and enrollment information to assist you in your annual tax filing, this is done through form 1095-C. The Claremont Colleges have partnered with Tango Health for the fulfillment of the 1095-C. The form will be issued to anyone who was a full-time employee for one or more months in 2022. The forms for 2022 are scheduled to be mailed by January 31, 2023, to your home address. If you opted for electronic communication, you may already have received a notification from paperlessemployee.com to access your form. If you have any trouble logging in, please call (888) 780-5372.

If you would like to receive paperless forms, you will need to create an account on the paperless employee site for access. You can create an account using the URL link for your employer:

Pomona	https://paperlessemployee.com/pomona
Claremont Graduate University	https://paperlessemployee.com/cgu
Scripps College	https://paperlessemployee.com/scripps
Claremont McKenna College	https://paperlessemployee.com/cmcc
Harvey Mudd College	https://paperlessemployee.com/hmc
Pitzer College	https://paperlessemployee.com/pitzer
Keck Graduate Institute	https://paperlessemployee.com/kgi
The Claremont Colleges Services	https://paperlessemployee.com/cuc
California Botanic Garden	https://paperlessemployee.com/rancho

What is the purpose of this form?

The Affordable Care Act requires employers to provide full-time employees with an annual summary of employer-sponsored health benefits offered.

- *Part I* lists information about you and your employer.
- *Part II* lists codes for each month to show if you were eligible for health benefits. The back of the form lists what each code means.
- *Part III* will be blank as you will receive information about your dependents' coverage from your carrier.

What do I do with the form?

This form is for your information only and does not need to be filed with your taxes. You may wish to keep it with your income tax documents in case you have any questions about

whether you were insured for the 2022 calendar year. In addition to the 1095-C you will also receive a 1095-B from your medical carrier, this 2nd form will provide coverage information for any covered dependents.

What if I think the form is wrong?

Form 1095-C: Please notify us directly so we can amend your form and request reissued copies. **Form 1095-B:** If you had health care coverage for all or part of 2021 and do not receive this form or think it is incorrect, please contact your health coverage provider.

If you have any other questions or concerns, please contact Benefits Administration at 909-621-8151 or email BENREPS@claremont.edu.