

**Pinellas County Schools**  
**IMPORTANT TAX RETURN DOCUMENT**  
**Electronic Form 1095C --Employee Self-Service Instructions**

Pinellas County Schools is pleased to announce that employees may elect to receive the 1095-C Form online through the Employee Self-Service website.

This Form is required by Internal Revenue Code section 6055 and/or 6056. This form reflects the months (if any) during the calendar year during which you and, as applicable, any of your dependents were covered under our self-insured health plan. You might need to print your form 1095-C and attach it to a federal income tax return. (NOTE: Your federal income tax return for 2015 did not require you to attach the Form.)

### **Advantages of the electronic Form 1095C**

- Earlier employee access to the form to prepare your taxes
- Access to the form is a securely protected ESS portal
- Electronic form cannot be lost, stolen, delayed or misplaced
- Accessibility to the form from anywhere the employee has access to a computer connected to the internet
- Employees are contributing to cost savings (forms, printing, labor costs) for the district

### **Consent to Receive Form 1095C in Electronic Format**

The IRS allows the use and distribution of Form 1095 in electronic form in lieu of paper forms. In order to do so, employees must consent to receive their 1095 in electronic format. Once consent is given it carries forward each year and does not need to be repeated.

This Form 1095-C is available to you electronically by following the steps below through Employee Self-Service (you will need a computer, tablet, smartphone, or other device that can access the internet, in order to retrieve your Form 1095-C electronically).

### **To Consent to the electronic form, please follow these steps:**

1. Go to the PCSB Employee Self-Service (ESS) website <https://ess.pcsb.org/EmpSS/>
2. Enter your PCSB network user ID and Password.
3. Select 1095C from the list on the left.
4. Under ACA Delivery options, click the button "Review and Print My Own 1095-C Form"
5. You will see a verification of your selection

### **Disclosure Notices**

Employees who click the link to retrieve the electronic copy will be deemed to have consented to receive that copy electronically. Employees who receive their form electronically will not receive a paper copy of the form 1095 mailed/provided to them.

If an employee does *not consent*, they will continue to have a paper copy of the form ponied to their work site, if they are a full-time employee or mailed to their address on file if they are part-time or no longer employed. An employee can change his/her option and withdraw consent to online delivery at any time on ESS, by changing the 1095 delivery options.

An employee who chooses to receive the form online can also receive a paper copy by contacting Risk Management & Insurance. Requesting a paper copy does not automatically withdraw an employee's consent for electronic delivery in the future.

If consent is withdrawn, you will no longer be able to view/print the 1095 forms from ESS. If you terminate employment with PCS, you will not be able to access your 1095-C Form through ESS. However, a paper 1095 form will be mailed to the latest address on file with Human Resources, by the IRS deadline.

Questions regarding the 1095 form should be directed to Risk Management and Ins., Financial Reporting Analyst, 588-5126.