

# EBR

## ONE TEAM, ONE MISSION

### East Baton Rouge Parish School System FAQ sheet for form 1095-C

**1) Who will be receiving a form 1095-C?**

All full time active employees will be receiving a 1095-C whether or not you participate in the EBRPSS health plan administered by Blue Cross Blue Shield of Louisiana. Retirees who participate in EBRPSS health plan will also receive a 1095-C. Retirees who participate in the Humana Medicare Advantage Plan will receive a 1095-C from the Center for Medicare and Medicaid Services (CMS).

**2) What is the deadline for receiving a 1095-C from the East Baton Rouge Parish School System?**

The deadline for receiving a completed 1095-C is March 31, 2016

**3) Can employees file taxes before receiving the 1095-C from EBRPSS?**

Yes. According to an IRS publication released on December 29, 2015, employees can file state and federal taxes without having a completed 1095-C in his/her possession. The publication informs employees to simply keep the form with their tax records once the 1095-C is received. However, you should consult with your tax preparer when making this decision.

**4) What do you do if a 1095-C is not received?**

If you do not receive a 1095-C by March 31, then contact the Benefits Department immediately. You may contact the department via phone, email, or in person. Contact information is below.

**5) What information is contained on the form?**

The 1095-C reports vital information regarding the offer of coverage for health care in 2015. It reports if an offer of coverage was made as well as what month(s) the coverage was in effect. It also includes the number of months that the employee and any dependent was covered during the 2015 plan year. Each dependent covered will be reported separately on the form.

**6) What is the procedure to resolve any incorrect data on your 1095-C?**

EBR strives for 100% accuracy on the 1095-C, but an employee may need a correction on his/her 1095-C. If this occurs, then you are to contact the Benefits Department immediately. The recommendation is that you come in person to get any discrepancies resolved to ensure that your needs are serviced quickly and accurately. If you live out of state or unable to come during business hours, then submit an email request with a detailed description of the issue you need resolved along with a copy of your driver's license. All contact information is included below.

**7) How long does it take to receive a corrected 1095-C?**

The Benefits Department has up to 5 business days to issue the corrected form to the employee. Your patience with this timeline is greatly appreciated.

<u>EBR Benefits Department Contact Information</u>	
<b>Address</b>	1050 S. Foster Dr. Baton Rouge, LA 70806
<b>Phone Number</b>	225-922-5680
<b>Emails**</b>	<a href="mailto:jclements@ebschools.org">jclements@ebschools.org</a> , <a href="mailto:sbradley@ebschools.org">sbradley@ebschools.org</a> , <a href="mailto:AWilliams25@ebschools.org">AWilliams25@ebschools.org</a> , <a href="mailto:TJoseph3@ebschools.org">TJoseph3@ebschools.org</a> , <a href="mailto:AHogan1@ebschools.org">AHogan1@ebschools.org</a>

**\*\*Be sure to include all emails above in email requests so it is received by the entire department\*\***

