

University of Central Arkansas

2024 Calendar Year - Electronic 1095-C available through the UCA employee online benefit system via MyUCA

Disclosure Notices

IRS regulations require employees to give their consent to receive the 1095C form in an electronic format.

An employee who consents to receiving the 1095-C electronically will not receive a paper copy.

The deadline to give consent for an electronic 1095C or withdraw consent must be done by January 24, 2025 at 4:30 p.m. for the 2024 1095-C forms.

The 2024 paper 1095C forms will be mailed no later than the federal deadline of March 3, 2025 to the current active (MA) mailing address in Banner Self-Service.

All employees should be aware that the 1095-C form, whether provided electronically or in paper format, should be maintained with his/her annual tax records when completing the annual tax return. You are not required to submit the 1095-C when you file your 2024 taxes.

In the event a Corrected 1095C form is needed:

- If the original 1095-C was issued electronically:
 - A corrected 1095-C will be issued electronically through the UCA employee benefits system.
 - An e-mail notification will be sent to you within 30 days of the electronic 1095-C Correction being posted.
- If the original 1095-C was issued on paper:
 - A corrected 1095-C will be sent to you through U.S. Postal Service.

The access of an employee's 1095C form in electronic format will automatically cease upon the employee's termination of employment with UCA.

Name or Address Changes

- It is the **employee's responsibility** to notify Human Resources of any name or address changes.
- Name changes can be made by going to the Human Resources office to complete a Name Change Request form and furnishing a copy of the social security card indicating the employee's new legal name. When employees do not update their personnel records, the University can be fined by the IRS for any name that does not match the social security card.
- Address changes can be made by the employee in Self-Service on www.MyUCA
 - Click on the Personal Information tab, then select View Addresses and Phones
 - Select Update Addresses and Phones at the bottom
 - Update your (MA) mailing address for 1095C purposes

For any additional questions, please contact the Benefits Department in the UCA Human Resources Office at (501) 450-3181 or email: employeebenefits@uca.edu.