

*Attention: 1095-C documents will be mailed out. Please be sure to confirm the address where you receive mail is listed in the "Home" address section in SHARE. Instructions are provided below.*

*If you do not receive your 1095-C document or need a copy please reach out to your respective Human Resources Department.*

## Form 1095-C FAQ's-2023 Reporting Year

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The Affordable Care Act requires that large employers provide each full-time, benefits-eligible employee receiving health insurance benefits, a 1095-C report. This report provides details of employee's enrollment in medical coverage. Enrollment information reported on 1095-C relates only to medical coverage, as information regarding enrollment in dental or vision programs is not included. The IRS requires the SoNM to provide these forms to employees no later than **March 2, 2024**.

### Delivery Method:

- State of New Mexico employee your form will be distributed via mail to your home address listed in SHARE.
- Local Public Body employee, your form will be distributed by your HR Representative.

Please note: It is not necessary for an employee to wait for the form to file their taxes.

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### COMMON QUESTIONS:

**Q:** How do I confirm/update my "Home" Address in SHARE?

**A:** Visit the SHARE [Self-Service Manual](#) for instructions and link to the SHARE portal to simply update/confirm your "Home" address. Please remember, although there is an option to include your mailing address, the "Home" address that is entered is the address used for all benefits correspondence via mail.

### **Important tips for accurate mailing**

1. Your "Home" address is required to be listed on one complete line. (Address is not to bleed into the second line).
2. "Home" address should not be incomplete or missing.
3. Do not use special character's in both the Name or "Home" address such as -, #, ~, etc...

**Q:** What should I do if I didn't receive a 1095-C by the **March 2, 2024** deadline?

**A:** 1095-C forms are scheduled to be delivered by March 2, 2024.

- If the form is not received by March 2, 2024, contact your Human Resource Administrator to request a copy.
- If any of the information is incorrect, employees are encouraged to e-mail the benefits email at [GSDRMD.EBB@gsd.nm.gov](mailto:GSDRMD.EBB@gsd.nm.gov) or call 505-827-0447 and leave a voicemail with their first and last name, address, agency, employee ID#, phone number, reason for the e-mail/call, and 1095- C in the subject line. Both the e-mail and voicemail are checked daily, and employees should expect a call or response within 24 hours.

**Q:** What if I recently transferred to a new Agency?

**A:** Your 1095-C was mailed to the most recent home address listed in SHARE.

If you have not transferred positions and still have not received your 1095-C, please contact the Employee Benefits Bureau at [GSDRMD.EBB@gsd.nm.gov](mailto:GSDRMD.EBB@gsd.nm.gov)

**Q:** What if I am Terminated, Retired, or a Deceased Employee during the 2023 Reporting Year? **A:**

Your 1095-C was mailed to the most recent home address listed in SHARE.

**Q:** Why is the dollar amount of the monthly premium contribution on Line 15 not the same as 2x my Bi-weekly contribution rate?

**A:** The entered amount represents the lowest cost that an employee pays for employee-only health coverage that is offered by the SoNM, as the SoNM is required to report only the *lowest cost offered to the employee, and* not what employee pays. Also, as premiums are deducted 26 times per year, the premium contribution on Line 15 is adjusted to reflect the premium amount per month.

**Q:** What do I do if my 1095-C form has incorrect information?

**A:** If there are errors on your 1095-C form, please contact the SoNM at [GSDRMD.EBB@gsd.nm.gov](mailto:GSDRMD.EBB@gsd.nm.gov)

**Q:** What if there is not an “X” in a month in which I did have coverage for?

**A:** A box with an “X” represents a full month in which you had coverage. If there is not an “X”, please confirm that coverage for that month was for the entire month and not partial month.

**Link to IRS Q&A's:**

<https://www.irs.gov/affordable-care-act/questions-and-answers-about-health-care-information-forms-for-individuals>

**Link to IRS Extension Notice/Guidance:**

<https://www.irs.gov/forms-pubs/about-form-1095-c>

[Instructions for Forms 1094-C and 1095-C \(2023\) | Internal Revenue Service \(irs.gov\)](#)

- SoNM employees, please direct any questions regarding 1095-C Forms to your designated HR Representative.
- Local Public Body employees, please direct any questions regarding 1095-C Forms to your HR Representative.

Employee Benefits Bureau