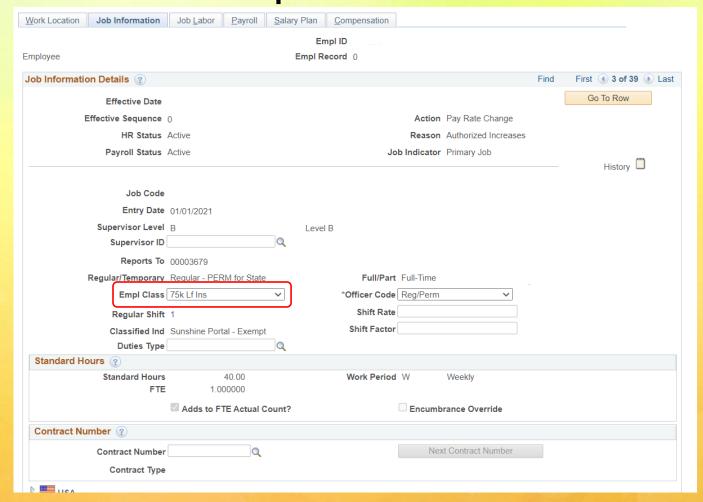
HR REMINDERS





Life Insurance Line of Duty-LoD 75K Eligible Employees

NO Empl. Class



YES

Empl. Class should be blank



1095-C Season Reporting Year 2021

P00750

Form 1095-C Department of the Treasury Internal Revenue Service		Employer-Provided Health Insurance ▶ Do not attach to your tax return. Keep f ▶ Go to www.irs.gov/Form1095C for instructions a						for your records.				OMB No. 1545-2251		
Part I Employee								Applicable Large Employer Member (Employer)						
Name of employee (first name, middle initial, last name)					2 Social security number (SSN)			7 Name of employer				8 Employer identification number (EIN)		
3 Street address (including apartment no.)							Street address (including room or suite no.)				10 0	10 Contact telephone number		
4 City or town 5 State or province			6 Country	6 Country and ZIP or foreign postal code			11 City or town 12 S		12 State or province		13 Country and ZIP or foreign postal code			
Part II Employee Offer of Coverage Employee's Age on							January 1	uary 1 Plan Start Month (enter 2-digit number):						
	All 12 Months Jan		Feb	Feb Mar		May	June	July	Aug	Sept C		Nov	Dec	
14 Offer of Coverage (enter required code)														
15 Employee Required Contribution (see														
instructions)	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
16 Section 4980H Safe Harbor and Other Relief (enter														
code, if applicable)														
17 ZIP Code		1.0.1.0			<u> </u>							-	1005-C (2001	

For Privacy Act and Paperwork Reduction Act Notice, see separate instructions.

Cat. No. 60705M

1095-C Document's- Reporting Year 2021

State Agency HR-Administrators

Employees

- -1095-C Documents will be mailed to employees HOME ADDRESS and should be received by the week of January 31, 2022
- -All employee records should include a HOME ADDRESS.
- *Street Address is highly recommended not to bleed into the second line of the address

Local Public Body Agency HR-Administrators

- ✓ Name
- ✓ Address
- ✓ Social Security Number
- ✓ Employees information must match what is with the IRS

1095-C Document's- Reporting Year 2021

HR Managers

- -1095-C Documents will be e-mailed to HR Managers with a secure attachment by February 1, 2022.
- -Correspondence from Katherine Chavez confirming e-mail address

Note: Some dates may vary

- For DA Office, Legislative Branch, and New Mexico Judiciary Branch HR Managers this date is dependent on receiving the contact information request form.
 - * Please get them in to Katherine Chavez by Friday December 8, 2021 COB. For all agencies.

Katherine.Chavez2@state.nm.us

1095-C Season

All address should include a HOME ADDRESS.

*Street Address highly recommended not to bleed into the second line of the address

- Address
 - Complete Address
 - Special characters should not be used (-, #, ~, etc.)
 - When possible should not exceed 30 characters
 - Zip Codes should not contain spaces between the zip code and extension
 - NO 87532 1804
 - YES 87532-1804

Refunds through DFA



Request Refunds up to PPE December 10, 2021

Forms Available on the https://www.mybenefitsnm.com/employerResources.html

- Prior Year Refund Request Form
 - Agency
 - Employee
- W-9 Form
 - W-9 Example
- DFA Calculation Spreadsheet

QUESTIONS



THANK YOU



RESOURCES

- https://www.mybenefitsnm.com/Documents/Administrative_Guide_August_2021_Final.pdf
- https://www.mybenefitsnm.com/BenefitsInformation.html