GO PAPERLESS WITH YOUR ACA 1095-C

Form 1095-C is an informational document that serves as proof of qualified health insurance coverage (referred to as minimum essential coverage) only. This proof of coverage is NOT REQUIRED for your income tax filing.

Please note, Form 1099-HC is needed to complete your MA state tax return. This form serves as proof of health insurance coverage for Massachusetts residents age 18 and older. Your Form 1099-HC will be mailed to you by your health insurance carrier by January 31st of each year.

1. Log in to Employee Self Service (https://ess.boston.gov)
2. Scroll to Finances & Time Tracking section. Click the ACA 1095-C Paperless Consent tile*

* If you do not see the tile, clear cache and try again.
3. Check the check box to indicate your consent to receive the 1095-C form electronically.

4. Click Submit

5. Your status should now read ‘You will now receive Form 1095-C statements electronically’.

6. An automated email will be sent confirming your submission. (This email will go to the email address listed as preferred in Employee Self Service)