



An employee publication of the
Texas Department of Criminal Justice

Policies and Benefits

W-2, 1095 tax forms scheduled for distribution

Tax time is approaching and, in addition to the standard W-2 wage and salary information form used to report income and withholdings, taxpayers will use 1095 forms to report that they and their tax dependents had medical insurance coverage during the previous year or to claim the premium tax credit.

Form W-2

Form W-2 shows your wage and salary information, along with the amount of tax withheld from your paycheck. Your W-2 is sent by the agency's Payroll Processing Department to unit or departmental human resources offices for distribution by January 31. Inactive employees who are on leave without pay or separated as of the printing date will receive their 2016 forms by mail at their home address.

Keep in mind that withholding too little from your paycheck means paying a tax bill at the end of the year and withholding too much means temporarily losing access to your money. Always withhold the correct amount by keeping your Form W-4 Employee's Withholding Allowance Certificate up to date; you may submit Form W-4 any time you need to



change your withholding tax deduction. The form should be filled out in its entirety and submitted either to your unit or department human resources office, or directly to the Payroll Processing Department.

Form 1095-B

The Affordable Care Act requires most United States citizens to have medical insurance; those who don't have a minimal level of coverage could receive a fine. TDCJ employees covered through the Texas Employees Group Benefits Program can use Form 1095-B to verify that they and any covered dependents had medical insurance during 2016 to avoid paying the fine.

Every medical coverage provider that covered you and any of your dependents for at least one day in 2016 is required to send you a Form 1095-B. If you had medical coverage through another employer's carrier, you will receive a separate Form 1095-B from each one. If you had GBP medical coverage in 2016 and don't have your 1095-B by the end of February, or if you lose it, contact your medical insurance provider to request another copy.

Active employees should contact their benefits coordinator to correct any misinformation on the form; former employees and retirees can make corrections by contacting the Employees Retirement System directly. If you have to make corrections on the form, contact your medical coverage provider to find out if you need an updated 1095-B.

Form 1095-C

TDCJ will send agency employees a Form 1095-C, which includes information about the health insurance coverage offered to you. Form 1095-C can only be used by those who purchased coverage through the Health Insurance Marketplace, so most TDCJ employees will not use the form. However, if

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you purchased health insurance coverage through the Health Insurance Marketplace and wish to claim the premium tax credit, this information will assist you in determining whether you are eligible. Contact your benefits coordinator if you have questions regarding Form 1095-C.

As with all tax records, keep your 1095 forms on file as supporting documentation. ●