



## REGISTER FOR AN ELECTRONIC ACA ESR 1095C

Large employers are required to provide information on their employee health coverage offers to the Internal Revenue Service (IRS) and to each employee. This information will be provided using IRS Form 1095-C. As a federal government employee, Form 1095-C will be provided to you either by mail or electronically through Employee Express (EEX) no later than March 1, 2024. The form will show whether your employer has offered you health coverage during calendar year 2023. You can expect to receive this information every year thereafter reflecting information for the prior calendar year. We encourage you to obtain the 1095-C electronically by following the instructions below. If you do not elect this option, the form will be sent to your mailing address.

***Sign up now – Deadline to register for an electronic 1095C is December 16, 2023.***

The General Services Administration (GSA) Payroll Services Branch (PSB), will issue the 2023 ACA ESR 1095C Form using **Employee Express (EEX)**.

### **How do you sign-up to receive your 2023 1095C electronically?**

- Log in to [www.employeeexpress.gov](http://www.employeeexpress.gov)
- On the Main Menu, under the **Payroll – Personnel Actions** column, click **1095C Hard Copy On/Off**
- Select 1095C Hard Copy Status **Off**
- Click **Save**
- Confirm Status and click **Yes**

By changing the election to hard copy **Off** you are providing consent to receive your 1095C electronically. If at any time before December 16, 2023, you decide you want to receive a hard copy by mail, you can change the status to **On**.

For more information on this form and IRS reporting, please visit <http://www.irs.gov/Affordable-Care-Act>.

If you have any questions regarding your 2023 1095C, please contact the GSA PSB Customer Service Representatives at [KC-Payroll.Finance@gsa.gov](mailto:KC-Payroll.Finance@gsa.gov) or at (844)-303-6515.