



January 11, 2018

To: All Benefits Eligible Staff
From: Human Resources
RE: Affordable Care Act Tax Forms

The Affordable Care Act (ACA) requires that all benefits eligible staff receive tax forms related to their medical benefit plan eligibility and enrollment for the calendar year 2017. These documents will be provided by Blue Cross Blue Shield and Benefits Allocation Systems (BAS).

The following is a summary of the documents that staff may receive along with a brief description of each.

1095-B Form – Health Coverage

Medical benefit plan carriers are required to send this form to covered staff members. The form includes the names of covered staff and their covered dependents as well as their coverage period. For staff enrolled in the HMO benefit plans during the first six months of 2017, these forms will be mailed by Blue Cross Blue Shield no later than January 31, 2018. Please call Blue Cross Blue Shield using the number on the back of your insurance card if you have not received the form by February 15, 2018.

1095-C Form – Employer Provided Health Insurance Offer and Coverage

Employers, including the Archdiocese, are required to send this form to staff who were eligible to enroll in a medical benefit plan during 2017. Each staff member who was offered medical benefit plan coverage during 2017 will receive this form. In addition, this form will also provide coverage information for those who were enrolled in the PPO plan as well as for those who were enrolled in an HMO plan for the last six months of 2017. BAS will be sending this form on behalf of the Archdiocese by January 31, 2018. Please contact Benefit Allocation Systems at 800.945.5513 if you have not received your form by February 15, 2018.

E-Delivery Option for 1095-C Form

Benefits Allocation Systems (BAS) provides the option to deliver the 1095-C form electronically. To access the ACA E-Delivery Preference option, log into MyEnroll. Once logged in to the system, go to the “Employees” menu on the top left of the MyEnroll screen, and select the “ACA E-Delivery Preference” link. If E-Delivery is not selected, forms will be sent through U.S. Mail. The website login to MyEnroll is www.myenroll.com. If you have any questions relating to the ACA E-Delivery Preference option please contact Benefit Allocation Systems at 800.945.5513.

If you have any questions please contact the Human Resources Department at 312.534.5360 or email hr@archchicago.org.