

### **Form 1095-B**

All current and former employees who had medical coverage through the Texas Employees Group Benefits Program (GBP) in Calendar Year 2019 will receive Form 1095-B by end of February 2020. Medical coverage providers are required to mail Form 1095-B to members to their mailing address with the Employees Retirement System of Texas (ERS).

If you had GBP medical coverage in 2019 and do not receive a Form 1095-B by the end of February 2020 or have lost your Form 1095-B, please call your medical insurance provider toll-free to request another copy. Please see the contact information below:

- Blue Cross and Blue Shield of Texas (800) 252-8039, Monday – Friday 7 a.m. – 7 p.m. and Saturday 7 a.m. – 3 p.m. CT
- Community First Health Plans: (877) 698-7032, TTY (210) 358-6282, Monday - Friday 8:30 a.m. – 5 p.m. CT
- KelseyCare powered by Community Health Choice: (844) 515-4877, Monday – Friday 8 a.m. – 5 p.m. CT
- Scott and White Health Plan: (800) 321-7947, Monday - Friday, 7 a.m. – 7 p.m. CT

More information is available in the ERS frequently asked questions (FAQ) about the form. \*This is link: <https://ers.texas.gov/Contact-ERS/Additional-Resources/FAQs/Form-1095-B>

### **Form 1095-C**

Sam Houston State University is required to send Form 1095-Cs to all full-time employees (those who work an average of 30 or more hours per week) as well as any part-time employee enrolled in GBP medical insurance plan. If you were a full-time employee and/or an employee enrolled in health insurance provided through the ERS at any time during the 2019 tax year, you should have received a Form 1095-C either in the mail or electronically through Banner Self-Service.

### **Do you need another Form 1095-C or W-2?**

**Current employee:** Form 1095-C and W-2 is available from Banner Self Service. If you have not previously elected to receive your tax documents electronically, you can go to Banner Self Service and elect to receive and print tax forms (W-2 and/or Form 1095-C). Please click on this link to the [Payroll Office](#) for directions.

**Former employee:** To request tax forms (W-2 and/or Form 1095-C), please email the Payroll Office at [payroll\\_office@shsu.edu](mailto:payroll_office@shsu.edu) and include your name, mailing address and Sam ID.