

## Ver/Imprimir Mis Formularios de Fin de Año Resumen

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**Introducción** Esta guía proporciona los procedimientos para que los jubilados, pensionistas o ex cónyuges vean, imprimen y/o guarden los formularios de impuestos de fin de año en Acceso Directo (DA).

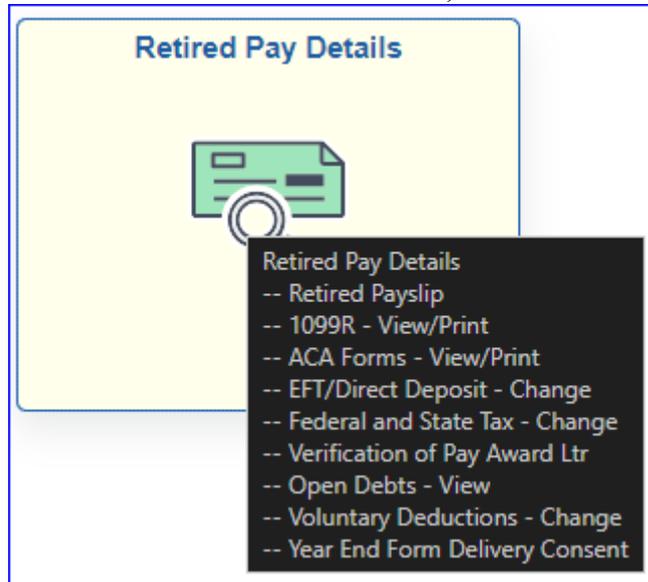
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**Antes de empezar** Los recibos de pago, los formularios 1099R y ACA se abrirán en una nueva ventana. Es importante desactivar el bloqueador de ventanas emergentes en su navegador web para verlos. Si está utilizando una MAC, es posible que deba descargar otro navegador, como Chrome o Internet Explorer. Para obtener más información sobre cómo desactivar el bloqueador de elementos emergentes, consulte la guía del [usuario de navegadores compatibles con acceso directo](#).

También necesitará tener instalado Adobe Acrobat Reader. Se proporciona un enlace de Adobe Acrobat al abrir las páginas de formularios 1099R y ACA.

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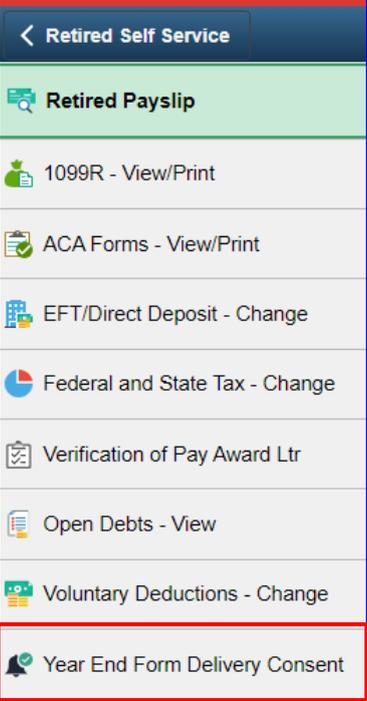
**Cambios en la página de inicio de acceso directo** Notará un cambio en la forma en que se muestra el acceso directo al iniciar sesión. Hay una nueva función de "desplazamiento" que muestra lo que está cubierto debajo de un mosaico en particular a medida que el mouse se mueve sobre el mosaico, como se muestra a continuación.



# Formulario de Consentimiento Fiscal

**Introducción** Esta sección proporciona los procedimientos para dar su consentimiento para recibir documentos tributarios electrónicos en DA.

**Procedimientos** Véase más abajo.

Paso	Acción
<p><b>1</b></p>	<p>Inicie sesión en DA Self Service en <a href="#">Direct Access Self Service</a>. Seleccione el mosaico <b>Detalles de pago para jubilados</b> en la página de inicio de Autoservicio para jubilados.</p> 
<p><b>2</b></p>	<p>Seleccione la opción <b>Consentimiento de entrega del formulario de fin de año</b>.</p> 

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## Formulario de Consentimiento Fiscal, Continuación

**Procedimientos**  
, continuación

<b>Paso</b>	<b>Acción</b>
3	<p>Aparecerá el Formulario de Consentimiento de Documento Fiscal.</p> <div style="border: 1px solid black; padding: 5px;"> <p><b>Tax Document Consent Form</b></p> <p>AXEL FOLEY</p> <p>Submit or withdraw your consent to receive ALL electronic tax forms, including w2, w2PR, ACA 1095, 1099R, and all corrected versions of these forms.</p> <div style="border: 1px solid gray; padding: 5px; margin: 5px 0;"> <p>If your current status (shown below this text box) is "Consent received", you don't need to make any changes. This means your tax forms will not be mailed, you will access them online. Thank you for helping to save money by reducing our printing and mailing costs.</p> <p>If your current status is "No Consent Received" or "Consent Withdrawn" you will receive these forms by mail.</p> <p>By withdrawing your consent you indicate that wish to receive future tax forms via U.S. Postal Service mail. If this is your wish it is extremely important that you keep your mailing address up-to-date in the system. Opting out of receiving the forms by mail will help protect you against fraud and identity theft. These forms all contain information highly sought by thieves. Keeping this data out of your mailbox will reduce the chance the information will fall into the wrong hands.</p> <p>Just click the box (below) where it says "Check here to indicate your consent to receive electronic tax forms" and click the Submit button to update your status.</p> </div> <p> Your Current Status:      Consent received.</p> <p><input type="checkbox"/> Check here to withdraw your consent to receive electronic W-2 and W-2c forms.</p> <p style="text-align: right;"> <a href="#">View/Print 1099R</a>  <a href="#">View/Print ACA Forms</a> </p> <p style="text-align: center;"><input type="button" value="Submit"/></p> </div>

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## Formulario de Consentimiento Fiscal, Continuación

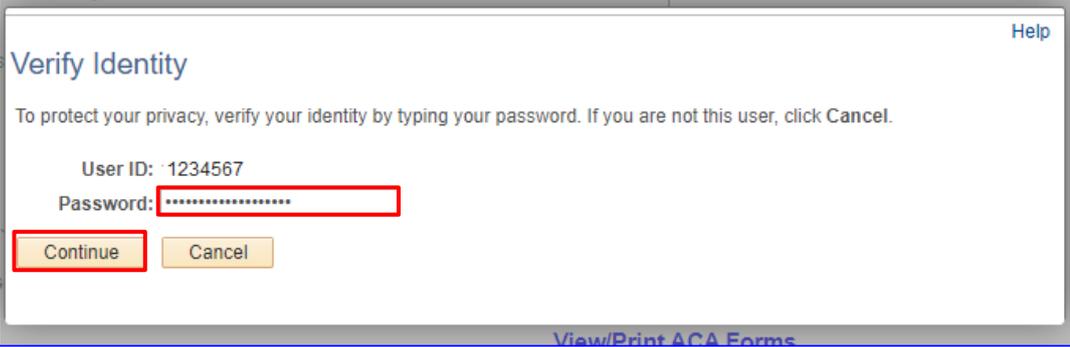
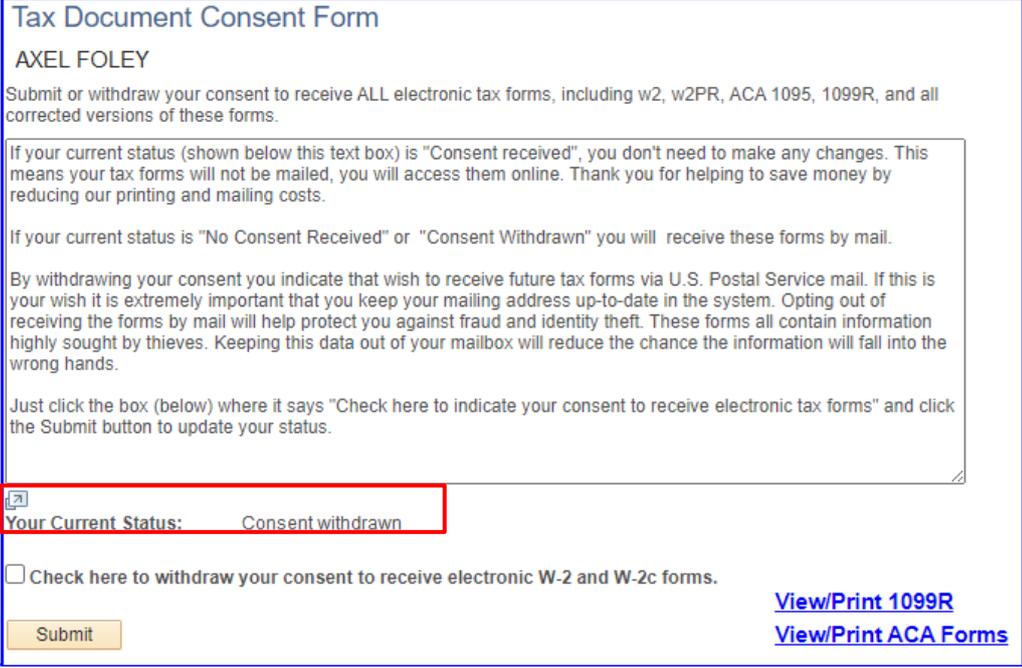
**Procedimientos**  
, continuación

Paso	Acción
4	<p>Si <b>su estado actual indica que no se ha recibido el consentimiento o se ha retirado el consentimiento</b> y desea recibir estos formularios electrónicamente, haga clic en "<b>Marque aquí para indicar su consentimiento para recibir los formularios W-2 y W-2c electrónicos</b>". Haga clic en <b>Enviar</b>.</p> <p><b>O</b></p> <p>Si <b>su estado actual indica que se ha recibido el consentimiento</b> y desea recibir copias impresas de estos formularios, haga clic en "<b>Marque aquí para retirar su consentimiento para recibir formularios W-2 y W-2c electrónicos</b>". Haga clic en <b>Enviar</b>.</p> <div data-bbox="316 831 1377 1518" style="border: 1px solid black; padding: 5px;"> <p><b>Tax Document Consent Form</b></p> <p>AXEL FOLEY</p> <p>Submit or withdraw your consent to receive ALL electronic tax forms, including w2, w2PR, ACA 1095, 1099R, and all corrected versions of these forms.</p> <p>If your current status (shown below this text box) is "Consent received", you don't need to make any changes. This means your tax forms will not be mailed, you will access them online. Thank you for helping to save money by reducing our printing and mailing costs.</p> <p style="border: 1px solid red; padding: 2px;">If your current status is "No Consent Received" or "Consent Withdrawn" you will receive these forms by mail.</p> <p>By withdrawing your consent you indicate that wish to receive future tax forms via U.S. Postal Service mail. If this is your wish it is extremely important that you keep your mailing address up-to-date in the system. Opting out of receiving the forms by mail will help protect you against fraud and identity theft. These forms all contain information highly sought by thieves. Keeping this data out of your mailbox will reduce the chance the information will fall into the wrong hands.</p> <p>Just click the box (below) where it says "Check here to indicate your consent to receive electronic tax forms" and click the Submit button to update your status.</p> <p>Your Current Status: Consent received.</p> <p style="border: 1px solid red; padding: 2px;"><input checked="" type="checkbox"/> Check here to withdraw your consent to receive electronic W-2 and W-2c forms.</p> <p style="text-align: right;"><a href="#">View/Print 1099R</a> <a href="#">View/Print ACA Forms</a></p> <p style="text-align: center;"><span style="border: 1px solid black; padding: 2px 10px;">Submit</span></p> </div>

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# Formulario de Consentimiento Fiscal, Continuación

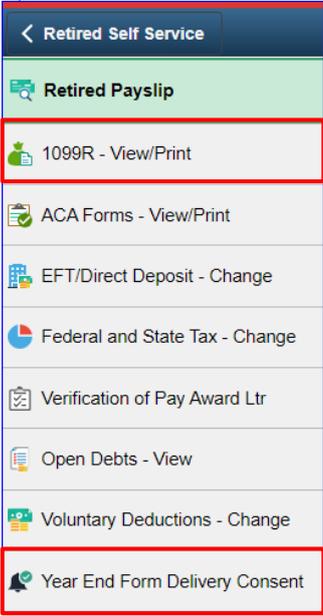
**Procedimientos**  
, continuación

Paso	Acción
5	<p>Si eligió cambiar su estado de consentimiento, aparecerá el mensaje Verificar identidad. Ingrese su contraseña de acceso directo y haga clic en <b>Continuar</b>.</p> 
6	<p><b>Su estado actual</b> se actualizará en función de la selección realizada en el paso 4. Haga clic en <b>Volver al autoservicio de pago retirado de CG</b> para volver a la página de inicio.</p> 
7	<p>Para volver a la página de inicio principal, haga clic <b>en la flecha hacia atrás de Autoservicio para jubilados</b> o en el icono de la casa.</p> 

# Ver/Imprimir 1099R

**Introducción** Esta sección proporciona los procedimientos para ver, imprimir y/o guardar un formulario 1099R en DA.

**Procedimientos** Véase más abajo.

Paso	Acción
<p><b>1</b></p>	<p>Seleccione el mosaico <b>Detalles de pago para jubilados</b> en la página de inicio de Autoservicio para jubilados.</p> 
<p><b>2</b></p>	<p>Hay dos maneras de acceder a los formularios 1099R.                      1) Seleccione <b>el consentimiento de entrega del formulario de fin de año</b> o                      2) Seleccione <b>1099R – Ver/Imprimir</b> y vaya al paso 4.</p> 

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## Ver/Imprimir 1099R, Continuación

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### Procedimientos , continuación

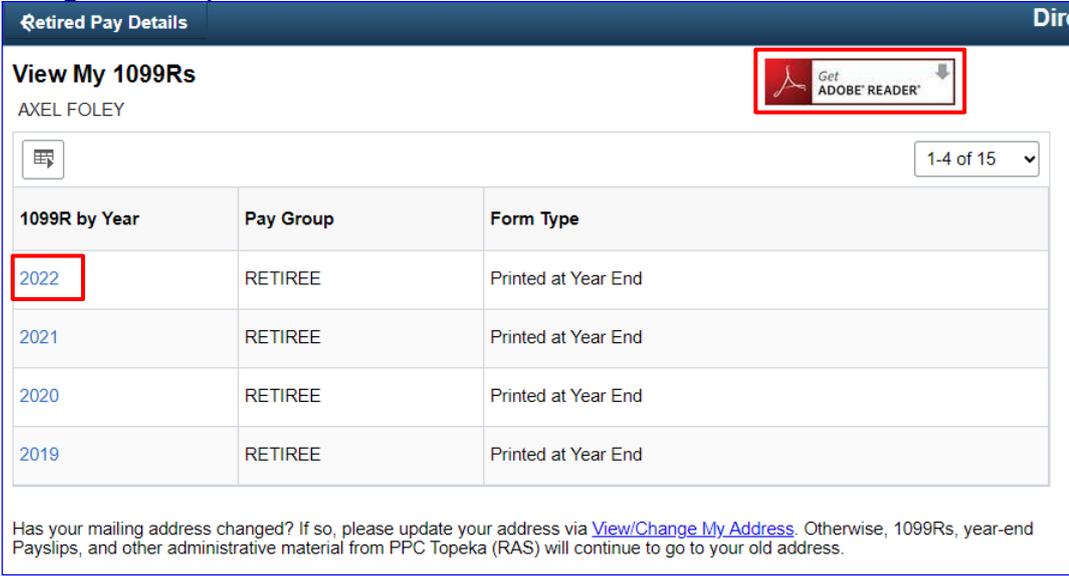
Paso	Acción
3	<p>Aparecerá el Formulario de Consentimiento de Documento Fiscal. Para acceder a los formularios <b>1099R, haga clic en Ver/Imprimir 1099R.</b></p> <div data-bbox="320 528 1385 1227" style="border: 1px solid blue; padding: 5px;"><p><b>Tax Document Consent Form</b></p><p>AXEL FOLEY</p><p>Submit or withdraw your consent to receive ALL electronic tax forms, including w2, w2PR, ACA 1095, 1099R, and all corrected versions of these forms.</p><div data-bbox="325 674 1326 1032" style="border: 1px solid gray; padding: 5px;"><p>If your current status (shown below this text box) is "Consent received", you don't need to make any changes. This means your tax forms will not be mailed, you will access them online. Thank you for helping to save money by reducing our printing and mailing costs.</p><p>If your current status is "No Consent Received" or "Consent Withdrawn" you will receive these forms by mail.</p><p>By withdrawing your consent you indicate that wish to receive future tax forms via U.S. Postal Service mail. If this is your wish it is extremely important that you keep your mailing address up-to-date in the system. Opting out of receiving the forms by mail will help protect you against fraud and identity theft. These forms all contain information highly sought by thieves. Keeping this data out of your mailbox will reduce the chance the information will fall into the wrong hands.</p><p>Just click the box (below) where it says "Check here to indicate your consent to receive electronic tax forms" and click the Submit button to update your status.</p></div><p><input checked="" type="checkbox"/> Your Current Status:      Consent received.</p><p><input type="checkbox"/> Check here to withdraw your consent to receive electronic W-2 and W-2c forms.</p><p><input type="button" value="Submit"/></p><p style="text-align: right;"><a href="#">View/Print 1099R</a> <a href="#">View/Print ACA Forms</a></p></div>

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# Ver/Imprimir 1099R, Continuación

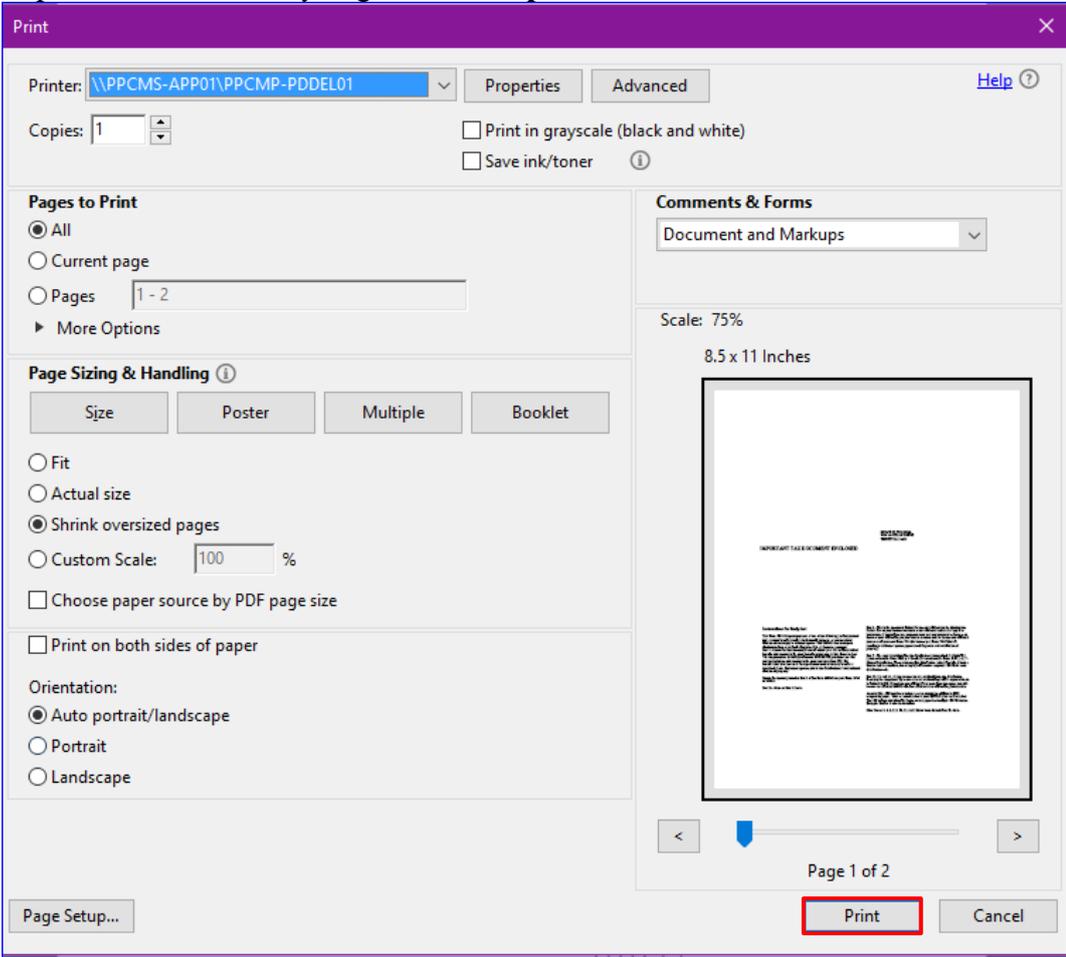
## Procedimientos , continuación

Paso	Acción															
<p><b>3</b></p>	<p>Se mostrará una lista de los 1099R disponibles en orden descendente. Haga clic en el enlace correspondiente del <b>formulario 1099R por año</b> .</p> <p><b>NOTA:</b> Necesitará Adobe Reader para ver el 1099R. Si actualmente no tiene Adobe Reader, deberá descargarlo haciendo clic en el enlace <b>Obtener Adobe Reader</b> y seguir las instrucciones proporcionadas por Adobe.</p> <p><b>Recuerde:</b> Deberá <a href="#">desactivar los bloqueadores de ventanas emergentes</a> en su navegador web para ver el 1099R.</p> <div data-bbox="316 741 1385 1317" style="border: 1px solid black; padding: 5px;">  <p><b>Retired Pay Details</b> <span style="float: right;">Dir</span></p> <p><b>View My 1099Rs</b></p> <p>AXEL FOLEY</p> <p>1-4 of 15</p> <table border="1"> <thead> <tr> <th>1099R by Year</th> <th>Pay Group</th> <th>Form Type</th> </tr> </thead> <tbody> <tr> <td>2022</td> <td>RETIREE</td> <td>Printed at Year End</td> </tr> <tr> <td>2021</td> <td>RETIREE</td> <td>Printed at Year End</td> </tr> <tr> <td>2020</td> <td>RETIREE</td> <td>Printed at Year End</td> </tr> <tr> <td>2019</td> <td>RETIREE</td> <td>Printed at Year End</td> </tr> </tbody> </table> <p>Has your mailing address changed? If so, please update your address via <a href="#">View/Change My Address</a>. Otherwise, 1099Rs, year-end Payslips, and other administrative material from PPC Topeka (RAS) will continue to go to your old address.</p> </div>	1099R by Year	Pay Group	Form Type	2022	RETIREE	Printed at Year End	2021	RETIREE	Printed at Year End	2020	RETIREE	Printed at Year End	2019	RETIREE	Printed at Year End
1099R by Year	Pay Group	Form Type														
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2020	RETIREE	Printed at Year End														
2019	RETIREE	Printed at Year End														
<p><b>4</b></p>	<p>El formulario 1099R seleccionado se abrirá en una nueva pestaña.</p> <div data-bbox="316 1375 922 1917" style="border: 1px solid black; padding: 5px;"> <p style="text-align: right;">AXEL FOLEY 1582 E ERIE ST SANTA CRUZ KS 66614-2743</p> <p><b>IMPORTANT TAX DOCUMENT ENCLOSED</b></p> <p><b>Instructions for Recipient</b></p> <p>This Form 1099-R reports payment of one of the following: military retired pay; survivor benefit annuity; death benefit payment; or court-ordered division of retired pay to a former spouse. This 1099-R does not report distribution from a profit-sharing plan, IRA, or insurance contract.</p> <p>Box 1. -Shows the total amount you received this year. For military retired benefits, this amount is the gross benefit, minus non-taxable items such as VA compensation, disability retirement, SBP/RSFPP premiums, etc. For annuity recipients, this amount is the gross annuity minus DIC. For beneficiaries, this amount is the unpaid retirement or annuity benefit as described above. For former spouses, this is the distribution of court ordered division of property.</p> <p>Report the amount printed in Box 1 of the Form 1099-R on your Form 1040 or 1040A.</p> <p>Box 2a. -Same as Box 1 above.</p> <p>Box 4. -This is the amount of Federal income tax withheld on the distribution. Include this on your income tax return as tax withheld, and attach Copy B to your return. If you will receive payments next year and you want to increase or decrease your withholding or you want to elect not to have income tax withheld, you must submit a new Form W-4.</p> <p>Box 7. -The code listed identifies the distributions you received: 3 -Disability (you need not file Form 5329.); 4 -Death (You need not file Form 5329.); or, 7 -Normal Distribution. Those with multiple distribution codes (One who is both a Retiree and an Annuitant, for example) will receive a <b>separate 1099R</b> for each distribution code.</p> <p>Box 14, 15, and 16. -If state income tax was withheld from the distribution, these may be completed. Up to two state tax withholdings will be reported on an individual 1099R. If you have tax withheld from more than two states, you will receive an additional 1099R with the additional state withholding information.</p> <p>Account Nbr. -IRS requires a unique account number in addition to SSN assigned by payer. Your account number is your EMPLID plus an ID number. The IRS will use this identifier in the event a payee has multiple 1099R returns. Example: Retiree is also an Annuitant</p> <p>Note: Boxes 3, 5, 6, 8, 9, 10, 11, 12, 13, 17, 18, and 19 have been deleted from the form.</p> </div>															

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## Ver/Imprimir 1099R, Continuación

### Procedimientos , continuación

Paso	Acción
5	<p>El formulario 1099R puede imprimirse y/o guardarse en sus archivos personales.</p> <p>Para imprimir: Haga clic en el icono de <b>la impresora</b> situado en la barra de herramientas del documento.</p> 
6	<p>Se abrirá el cuadro de diálogo de la impresora. Asegúrese de que el nombre de la impresora sea correcto y haga clic en <b>Imprimir</b>.</p> 

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## Ver/Imprimir 1099R, Continuación

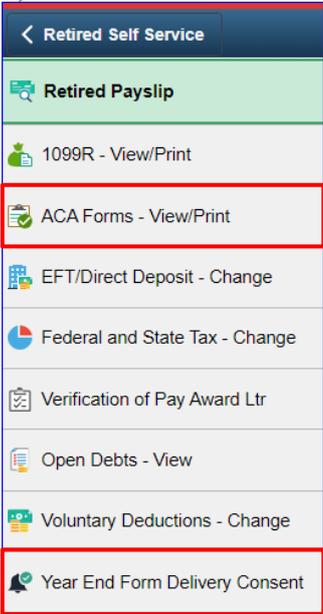
### Procedimientos , continuación

Paso	Acción
7	<p>Para guardar el documento en su computadora, haga clic en el icono de <b>disco</b> ubicado en la barra de herramientas del documento.</p> 
8	<p>Para salir del 1099R, deberá cerrar la pestaña.</p> <p>Para ver otro 1099R, seleccione otro año de la lista de 1099R disponibles.</p> <p>Cierre la ventana del navegador 1099R cuando haya terminado.</p> <p>Para volver a la página de inicio principal, haga clic <b>en la flecha hacia atrás de Autoservicio para jubilados</b> o en el icono de la <b>casa</b>.</p> 

## Ver/imprimir formularios de la Ley del Cuidado de Salud a Bajo Precio (ACA, por sus siglas en inglés)

**Introducción** Esta sección proporciona los procedimientos para ver, imprimir y/o guardar los formularios de la Ley del Cuidado de Salud a Bajo Precio (ACA, por sus siglas en inglés) en el DA.

**Procedimientos** Véase más abajo.

Paso	Acción
1	<p>Seleccione el mosaico <b>Detalles de pago para jubilados</b> en la página de inicio de Autoservicio para jubilados.</p> 
2	<p>Hay dos maneras de acceder a los formularios 1099R.</p> <p>1) Seleccione <b>el consentimiento de entrega del formulario de fin de año</b> o</p> <p>2) Seleccione <b>Formularios ACA – Ver/Imprimir</b> y vaya al Paso 4.</p> 

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## Ver/imprimir Formularios de la Ley del Cuidado de Salud a Bajo Precio (ACA, por sus siglas en inglés), continuación

### Procedimientos , continuación

Paso	Acción
3	<p>Aparecerá el Formulario de Consentimiento de Documento Fiscal. Para acceder a los formularios de la ACA, haga clic en <b>Ver/Imprimir formularios de la ACA.</b></p> <div style="border: 1px solid black; padding: 5px;"> <p><b>Tax Document Consent Form</b></p> <p>Malcolm Reynolds</p> <p>Submit or withdraw your consent to receive ALL electronic tax forms, including w2, w2PR, ACA 1095, 1099R, and all corrected versions of these forms.</p> <p>If your current status (shown below this text box) is "Consent received", you don't need to make any changes. This means your tax forms will not be mailed, you will access them online. Thank you for helping to save money by reducing our printing and mailing costs.</p> <p>If your current status is "No Consent Received" or "Consent Withdrawn" you will receive these forms by mail.</p> <p>By withdrawing your consent you indicate that wish to receive future tax forms via U.S. Postal Service mail. If this is your wish it is extremely important that you keep your mailing address up-to-date in the system. Opting out of receiving the forms by mail will help protect you against fraud and identity theft. These forms all contain information highly sought by thieves. Keeping this data out of your mailbox will reduce the chance the information will fall into the wrong hands.</p> <p>Just click the box (below) where it says "Check here to indicate your consent to receive electronic tax forms" and click the Submit button to update your status.</p> <p>Your Current Status:      Consent received.</p> <p><input type="checkbox"/> Check here to withdraw your consent to receive electronic W-2 and W-2c forms.</p> <p style="text-align: right;"> <a href="#">View/Print 1099R</a>  <span style="border: 2px solid red; padding: 2px;"><a href="#">View/Print ACA Forms</a></span> </p> <p style="text-align: center;"><input type="button" value="Submit"/></p> </div>

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# Ver/imprimir Formularios de la Ley del Cuidado de Salud a Bajo Precio (ACA, por sus siglas en inglés), continuación

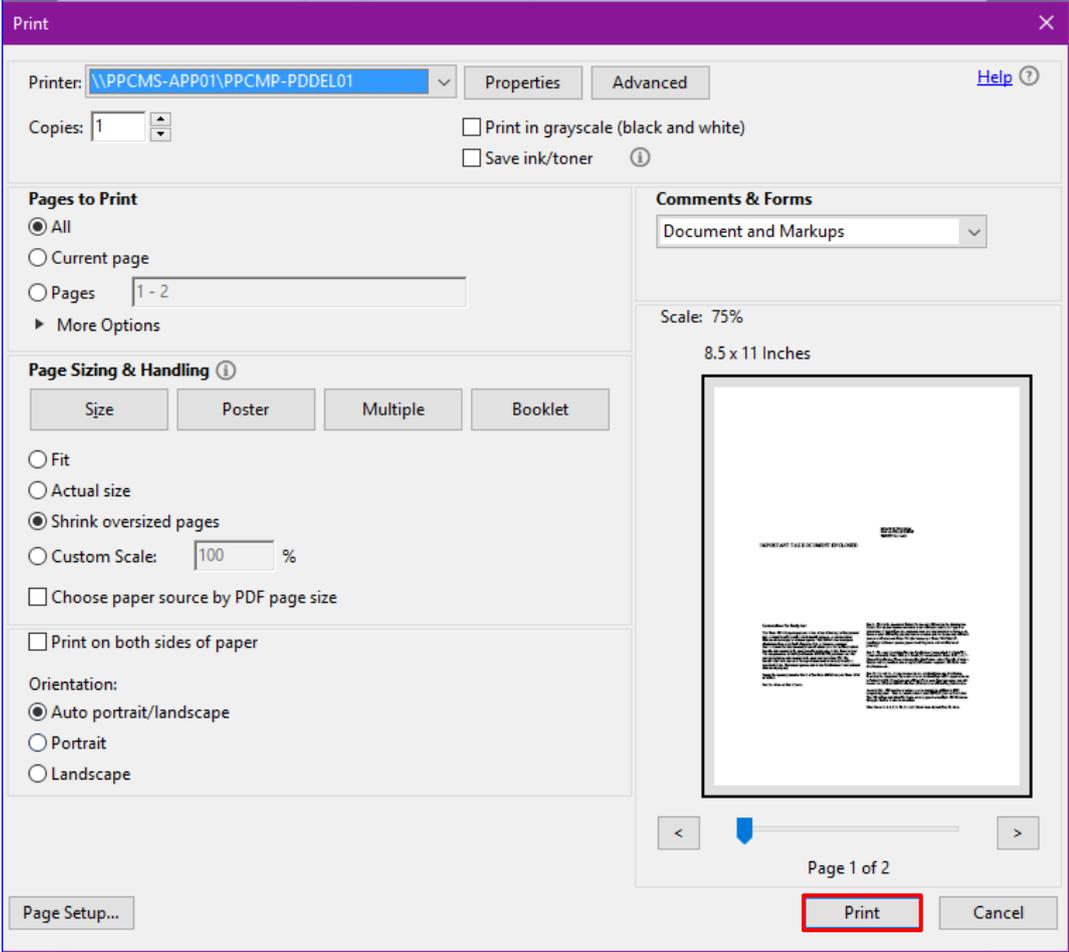
## Procedimientos , continuación

Paso	Acción																																																						
4	<p>Se mostrará una lista de los formularios ACA disponibles, del más antiguo al más nuevo. Localice el año del formulario que desea abrir y haga clic en el <b>botón 1095-B</b> para ese año.</p> <p><b>NOTA:</b> Necesitará Adobe Reader para ver el 1095-B. Si actualmente no tiene Adobe Reader, deberá descargarlo haciendo clic en el enlace <b>Obtener Adobe Reader</b> y seguir las instrucciones proporcionadas por Adobe.</p> <p><b>Recuerde:</b> <a href="#">Desactive los bloqueadores de ventanas emergentes</a> en su navegador web para ver el formulario 1095-B.</p> <table border="1" data-bbox="323 840 975 1395"> <thead> <tr> <th>Empl ID</th> <th>Year</th> <th>Original/Voiced/Corrected?</th> <th>View Affordable Care Act Forms</th> </tr> </thead> <tbody> <tr><td>1</td><td>1234567</td><td>2015</td><td>Original</td><td><input type="button" value="1095-C"/></td></tr> <tr><td>2</td><td>1234567</td><td>2016</td><td>Original</td><td><input type="button" value="1095-C"/></td></tr> <tr><td>3</td><td>1234567</td><td>2017</td><td>Original</td><td><input type="button" value="1095-C"/></td></tr> <tr><td>4</td><td>1234567</td><td>2018</td><td>Original</td><td><input type="button" value="1095-C"/></td></tr> <tr><td>5</td><td>1234567</td><td>2019</td><td>Original</td><td><input type="button" value="1095-C"/></td></tr> <tr><td>6</td><td>1234567</td><td>2020</td><td>Original</td><td><input type="button" value="1095-C"/></td></tr> <tr><td>7</td><td>1234567</td><td>2021</td><td>Original</td><td><input type="button" value="1095-C"/></td></tr> <tr><td>8</td><td>1234567</td><td>2021</td><td>Original</td><td><input type="button" value="1095-B"/></td></tr> <tr><td>9</td><td>1234567</td><td>2022</td><td>Original</td><td><input type="button" value="1095-B"/></td></tr> <tr><td>10</td><td>1234567</td><td>2023</td><td>Original</td><td><input type="button" value="1095-B"/></td></tr> </tbody> </table>	Empl ID	Year	Original/Voiced/Corrected?	View Affordable Care Act Forms	1	1234567	2015	Original	<input type="button" value="1095-C"/>	2	1234567	2016	Original	<input type="button" value="1095-C"/>	3	1234567	2017	Original	<input type="button" value="1095-C"/>	4	1234567	2018	Original	<input type="button" value="1095-C"/>	5	1234567	2019	Original	<input type="button" value="1095-C"/>	6	1234567	2020	Original	<input type="button" value="1095-C"/>	7	1234567	2021	Original	<input type="button" value="1095-C"/>	8	1234567	2021	Original	<input type="button" value="1095-B"/>	9	1234567	2022	Original	<input type="button" value="1095-B"/>	10	1234567	2023	Original	<input type="button" value="1095-B"/>
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10	1234567	2023	Original	<input type="button" value="1095-B"/>																																																			
5	<p><b>El formulario 1095-B se abrirá en una nueva pestaña.</b></p> <div data-bbox="316 1451 1046 1937"> <p>(RAS) IMPORTANT TAX DOCUMENT 2022</p> <p>Axel Foley 1234 North Crescent Drive Beverly Hills, CA 90210</p> <p><b>Instructions for Recipient</b></p> <p><b>TIP</b> This Form 1095-B provides information about the individuals in your tax family (yourself, spouse, and dependents) who had certain health coverage (referred to as "minimum essential coverage") for some or all months during the year. Minimum essential coverage includes government-sponsored programs, eligible employer-sponsored plans, individual market plans, and other coverage the Department of Health and Human Services designates as minimum essential coverage. Before 2019, individuals who did not have minimum essential coverage and did not qualify for an exception from this requirement could be liable for the individual shared responsibility payment. Beginning in 2019, individuals will not be responsible for the individual shared responsibility payment because the payment amount is reduced to \$0. However, if individuals in your tax family are eligible for certain types of minimum essential coverage, you may not be eligible for the premium tax credit. For more information on the premium tax credit, see Pub. 974, Premium Tax Credit (PTC).</p> <p><b>TIP</b> Providers of minimum essential coverage are required to furnish only one Form 1095-B for all individuals whose coverage is reported on that form. As the recipient of this Form 1095-B, you should provide a copy to other individuals covered under the policy if they request it for their records.</p> <p><b>Additional information.</b> For additional information about the tax provisions of the Affordable Care Act (ACA) and the premium tax credit, see www.irs.gov/aca or call the IRS Healthcare Hotline for ACA questions (800-919-0452).</p> <p><b>Part I. Responsible individual, lines 1-9.</b> Part I reports information about you and the coverage.</p> <p><b>Lines 2 and 3.</b> Line 2 reports your social security number (SSN) or other taxpayer identification number (TIN), if applicable. For your protection, this form may show only the last four digits. However, the coverage provider is required to report your complete SSN or other TIN, if applicable, to the IRS. Your date of birth will be entered on line 3 only if line 2 is blank.</p> <p><b>Line 8.</b> This is the code for the type of coverage in which you or other covered individuals were enrolled. Only one letter will be entered on this line.</p> <ul style="list-style-type: none"> <li>A. Small Business Health Options Program (SHOP)</li> <li>B. Employer-sponsored coverage</li> <li>C. Government-sponsored program</li> <li>D. Individual market insurance</li> <li>E. Multiemployer plan</li> <li>F. Other designated minimum essential coverage</li> <li>G. Employer-sponsored coverage that is an individual coverage HRA</li> </ul> <p><b>TIP</b> If you or another family member received health insurance coverage through a Health Insurance Marketplace (also known as an Exchange), that coverage generally will be reported on a Form 1095-A rather than a Form 1095-B. If you or another family member received employer-sponsored coverage, that coverage may be reported on a Form 1095-C (Part III) rather than a Form 1095-B. For more information, see www.irs.gov/Affordable-Care-Act/Questions-and-Answers-About-Health-Care-Information-Forms-for-Individuals.</p> <p><b>Line 9. Reserved.</b></p> <p><b>Part II. Information About Certain Employer-Sponsored Coverage, lines 10-15.</b> If you had employer-sponsored health coverage, this part may provide information about the employer sponsoring the coverage. This part may show only the last four digits of the employer's EIN. This part may also be left blank, even if you had employer-sponsored health coverage. If this part is blank, you do not need to fill in the information or return it to your employer or other coverage provider.</p> <p><b>Part III. Issuer or Other Coverage Provider, lines 16-22.</b> This part reports information about the coverage provider (insurance company, employer providing self-insured coverage, government agency sponsoring coverage under a government program such as Medicaid or Medicare, or other coverage sponsor). Line 16 reports a telephone number for the coverage provider that you can call if you have questions about the information reported on the form.</p> <p><b>Part IV. Covered Individuals, lines 23-28.</b> This part reports the name, SSN or other TIN, and coverage information for each covered individual. A date of birth will be entered in column (c) only if the SSN or other TIN is not entered in column (b). Column (d) will be checked if the individual was covered for at least one day in every month of the year. For individuals who were covered for some but not all months, information will be entered in column (e) indicating the months for which those individuals were covered. If there are more than six covered individuals, see Part IV, Continuation Sheet(s), for information about the additional covered individuals.</p> </div>																																																						

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## Ver/imprimir Formularios de la Ley del Cuidado de Salud a Bajo Precio (ACA, por sus siglas en inglés), continuación

### Procedimientos , continuación

Paso	Acción
6	<p>El formulario 1095-B puede imprimirse y/o guardarse en sus archivos personales.</p> <p>Para imprimir: Haga clic en el icono de <b>la impresora</b> situado en la barra de herramientas del documento.</p> 
7	<p>Se abrirá el cuadro de diálogo de la impresora. Asegúrese de que el nombre de la impresora sea correcto y haga clic en <b>Imprimir</b>.</p> 

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## Ver/imprimir Formularios de la Ley del Cuidado de Salud a Bajo Precio (ACA, por sus siglas en inglés), continuación

### Procedimientos , continuación

Paso	Acción
8	<p>Para guardar el documento en su computadora, haga clic en el icono de <b>disco</b> ubicado en la barra de herramientas del documento.</p> 
9	<p>Para salir del formulario 1095-B, deberá cerrar la pestaña.</p> <p>Para ver otro formulario 1095-B, seleccione otro año de la lista de formularios 1095-B disponibles.</p> <p>Para volver a la página de inicio principal, haga clic <b>en la flecha hacia atrás de Autoservicio para jubilados</b> o en el icono de la <b>casa</b>.</p> 