How to Access Form 1095-C Online

For those employees and retirees who received Form 1095-Cs, the University System of Georgia has made those forms available online. The Tax Form online system offers many benefits which include:

- Secure, online access to your Form 1095-C
- Instantly obtain a Form 1095-C reissue
- Plus much more!

Please note that these forms are available through a new online portal called Tax Form Management. These forms will NOT be accessible through the TechWorks.

How to log in:

- Please go to [www.mytaxform.com](http://www.mytaxform.com)
- In the Login box, enter the USG’s 5-digit Employer Code, 16228, and click Login.

  - Enter your User ID which is your Social Security Number.
  - Enter your PIN:
    - If you have never logged into the system, you will need to enter your Default PIN which will be 1622 + Last 4 digits of your Social Security Number.
    - Example: Social Security Number – 123-45-6789
      PIN – 16226789

You will then be prompted to enroll in the Authentication program which includes entering/updating your phone number, email address and security questions. This step is designed to ensure secure access to your W-2 information. Please click on the link for further details:

[Accessing Your 1095-C Account](#)
If you have previously enrolled and logged into the system but have forgotten your PIN, please click on the "Forgot my PIN" link and follow instructions on how to obtain your current PIN.

Now that you've logged in, you can:

- Get your Electronic 1095-C in just 2 simple steps:
  
  How to get Your Original 1095-C Online

- Obtain a Reissued 1095-C Statement if yours is misplaced:
  
  How to get a Reprint of Your 1095-C

  Please note that you may only be allowed one reprint through www.mytaxform.com free of charge. If you need additional copies, www.mytaxform.com may charge for each reprint. You may also call or email the USG Shared Services Center at 1-855-214-2644 or helpdesk@ssc.usg.edu to obtain additional copies.

- Elect to have your 2016 1095-C delivered electronically:
  
  How to Consent to Receive a 1095-C Online

Additional documentation is attached to assist you with the actions documented in this email. If you have questions about the process, please contact the USG Shared Services Center at 1-855-214-2644 or helpdesk@ssc.usg.edu.