

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
- In the Login box, enter the USG's 5-digit Employer Code, **16228**, and click Login.

The screenshot shows the Tax Form Management website interface. At the top, there is a navigation bar with links for 'Form 1095-C FAQs', 'Form 1095-C Decoder', and 'Demos and Tutorials'. The main content area features a large banner with the text 'ONLINE ACCESS TO YOUR TAX FORMS' and a sub-headline 'On-demand access to your W-2 and 1095-C. Log in to receive your tax forms. View and reprint them at any time.' To the right of the banner is a 'Login' box with a text input field for 'EMPLOYER NAME/CODE' containing the value '16228'. A red arrow points to this field. Below the input field is a checked checkbox labeled 'Remember my Employer Name or Code' and a blue 'Login >>' button. A 'Find employer name' link is also present. Below the login box is a 'Hot Topics' section with a '3' icon. The bottom of the page features a '1095-C Employer-Provided Health' section with a form titled 'Part 1 Employee' and a 'STEP 2' graphic with a yellow arrow.

- 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.