

Human Resources Department – Benefits Office

Form 1095-C Electronic Disclosure Notice



CONROE
INDEPENDENT
SCHOOL DISTRICT

Internal Revenue Service (IRS) regulations require Conroe ISD (CISD) to obtain your consent before delivering an electronic-only Form 1095-C. If you do not consent to electronic-only delivery of your Form 1095-C, a paper form will be mailed to your address of record by January 31 of each calendar year. Below is important information regarding electronic-only Form 1095-C consent.

1. If you consent to electronic delivery of your Form 1095-C, a paper Form 1095-C will not be mailed. You will use the Employee Access Center (EAC) to view and print your Form 1095-C.
2. Access to electronic Forms 1095-C will be available to active employees, regardless of whether they have consented to electronic-only delivery.
3. The hardware and software required to access your electronic Form 1095-C includes a computer with an Internet connection, a web browser, and CISD network access. Your network user ID and password are required for access.
4. Your consent to electronic delivery is effective for Forms 1095-C issued for the current calendar year and all future periods until you (a) withdraw your consent; or (b) are no longer employed by CISD.
5. You may view your delivery method choice at any time on the Tax Information screen in the EAC. If you have consented to electronic delivery of your Form 1095-C, you may withdraw consent at any time by changing your delivery method in the EAC. The change will be effective on the date your request is saved in the EAC. If consent is withdrawn, it will be effective for Forms 1095-C not yet issued or printed.
6. After your last day with the District, you will no longer have access to electronic Forms 1095-C. If you consent to electronic delivery of your Form 1095-C but leave the District before the electronic 1095-C is available, you will receive a paper copy via U.S. mail.
7. It is important to keep your address of record current. Addresses may be updated through the EAC.
8. If you have consented to electronic delivery of your Form 1095-C, you may still receive a paper copy of the Form 1095-C by contacting the CISD Benefits Office. Please allow 3-5 work days to process the request. A request for a paper copy does not withdraw your consent for electronic delivery.