



Re: **Incorrect TINs on your 2015 Form 1095-C**

As you know, the IRS requires the University System of Georgia to file with the IRS and furnish to you a Form 1095-C if you were considered a full-time employee at any time during the year or you and your family (if applicable) were enrolled in the self-insured group health plan sponsored by the University System of Georgia or an affiliate at any time during the year. You should have already received your 1095-C for 2015.

We recently filed the 1095-Cs with the IRS, and we received a notice from the IRS that the name and taxpayer identification number(s) ("TIN") included on your 1095-C for you and/or your dependents (if any) do not match the name and TIN in the IRS' records. Your TIN is typically the same as your Social Security Number (SSN). We completed the 1095-Cs based on our records, which is based on information you have provided to us in connection with enrollment in the plan. Please review your 2015 1095-C for name and/or SSN errors for you and or your dependents. You received this document from us earlier this year. If you cannot locate your copy, please contact the Shared Services Center at 1-855-214-2644.

No action is needed from you if our records are accurate with respect to you and your dependents (if any). If, however, our records are not accurate in any way, please contact the Shared Services Center at 1-855-214-2644 to notify us of the change that needs to be made.

To review the SSN/TIN that we have on file for you, you may log into ADP using the following instructions.

- Access the Employee Self Service System at <http://portal.adp.com>.
- If you have never logged into ADP before:
 - Under First Time User, click Create Account.
 - Enter the Registration Code you obtained from the SSC or your institution in the **Registration Code** field and follow the prompts.
- On the ADP Portal Home Page, place your cursor on the **Personal Information** tab and click **General**
- Click on **Reveal SSN** to temporarily show your SSN

It is very important to ensure that the identifying information on the Form 1095-C filed with the IRS is accurate so that the IRS is able to match your tax returns with your 1095-C to ensure that you meet any requirements that may apply to you (e.g. the ACA's individual mandate or premium assistance you may have received for coverage the ACA marketplace). In addition, it is important that our records accurately reflect your identifying information so that you and your family receive the benefits that you are otherwise entitled to receive.

If you have any questions or concerns, please feel free to contact the Shared Services Center at 1-855-214-2644.

University System of Georgia Shared Services Center

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