

# FUN FACTS

Payroll/Benefits Office (319) 688-1004



## When will I receive my W-2 and form 1095-C?

- You may elect to receive your form electronically through your Web Link account so it will be available by the 2nd week in January.
- Forms that are printed are sent out during the last week in January.



## If I recently moved, how do I update my address?

- Make the change in your Web Link account under Employee Information, Personal Information, Contact Information.
- Address changes should be submitted before the start of winter break when possible.



## Should I receive a form 1095-C?

- If you are enrolled in the district's health plan, or are a full time employee who waived coverage you will receive a form 1095-C.
- Spouses sharing a district family plan will receive a form 1095-C for one employee showing waived coverage and one for the other employee showing family coverage.



## If I misplace my W-2 or form 1095-C can I get another?

- You may access the form online at anytime by making the electronic election. Reprints are done in batches on Friday mornings starting with the first Friday in February.
- Reprints may be picked up Friday afternoons with a government issued photo ID or will be sent out in the same method as the original form.



## When do plan changes to insurance benefits occur?

- Benefit changes take effect January 1st.
- Changes can be located on the District website at [iowacityschoools.org](http://iowacityschoools.org) and selecting Departments, Human Resources, Payroll & Benefits.
- Doctor on Demand is a telemedicine service offered by the district insurance plan. More information is available at [iowacityschoools.org](http://iowacityschoools.org) under Departments > Human Resources > Payroll & Benefits > Health Benefits.