

Form 1095-C

Purpose

This document is to help you view and save your annual Form 1095-C in Workday.

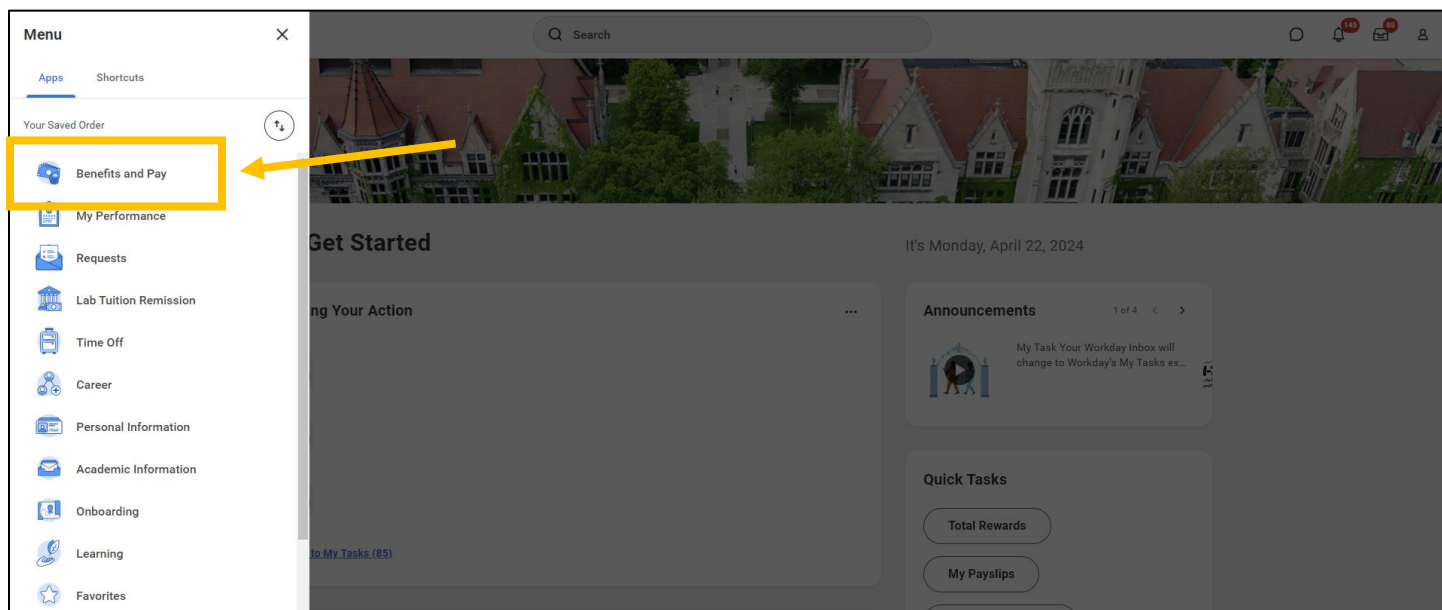
Retirees, terminated employees, and COBRA participants will receive their forms in the mail.

Keep in Mind

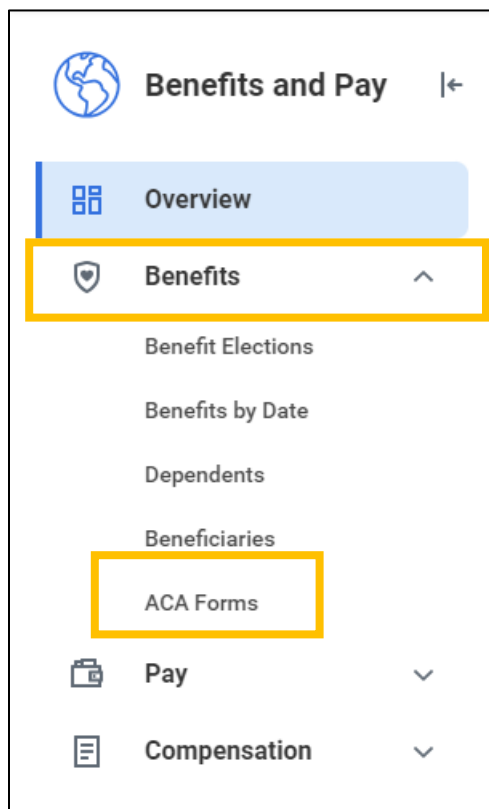
- Form 1095-C will be available for the prior tax year in mid- to late February each year.

Steps to View and Save Form 1095-C

1. Log in to [Workday](#) using your CNet ID and Password.
2. From the Home page, click **Menu** at the top left of the screen. Click **Benefits and Pay**.



3. Click **Benefits** on the left side of the screen; a dropdown menu will appear. Click **ACA Forms**.



4. Click the **View/Print** button for the appropriate Tax Year.



5. You will see a pop-up that says, "Your request is being processed."
- You can click the **Notify Me Later** button to receive an email when the form is ready, or wait a moment while the PDF loads. It should be ready in less than 1 minute.
 - If you click Notify Me Later, there will be a pop-up in the upper right-hand corner of the Workday screen when the form is available.

Your request is being processed

You can continue to wait or choose to be notified later.

Notify Me Later

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 1095-C Form 2021.pdf is now available in My Reports 

Turn on the new tables view ☐

1 item

Year	Company	Form	Latest	
2021	University of Chicago	1095-C	Yes	View/Print