

Job Aid: Form 1095-C *Benefits W-2*



Document Name: Locating your Form 1095 in Workday		
Date Written: 02/02/2018	Written by: Kristi Morrissey	Approved by: Click here to enter text.
Date Revised: 02/04/2026	Written by: Yarizza Gonzalez	Approved by: Click here to enter text.

Overview

The IRS requires all US Taxpayers to report their medical plan enrollment for the periods 1/1/2025 - 12/31/2025. All Niagara Team Members eligible for medical will receive a 1095-C in Workday

Procedure

Step 1: Login to Workday <https://wd5.myworkday.com/niagarawater/d/home>. Requires VPN)

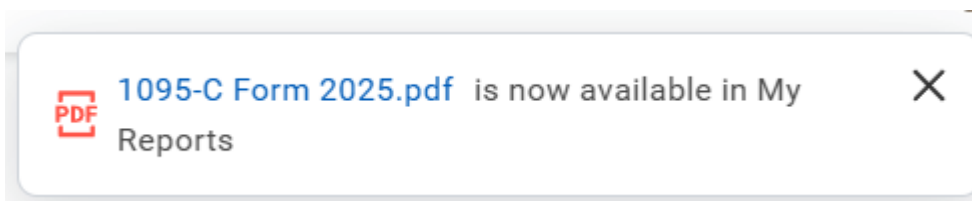
Step 2: In the Search bar (upper left), type **My ACA Forms**



Step 3: Find the 2025 row and select **View/Print**

Year	Company	Form	Latest	
2025	Niagara Bottling, LLC	1095-C	Yes	View/Print

Step 4: Find Form 1095 under **My Reports** (link should appear in upper right corner) or look for an email from Workday in your work email



Step 5: Review all forms and ensure your elections are reflected correctly and all family members covered by a plan are listed.

Step 6: Maintain a copy of all 1095s with your taxes for 2025.

Share copies of the 1095 with adult dependents (spouses, children, etc.) that file separate tax returns.

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Medical Plan Election	Form(s) You will Receive	Delivery Method
Cigna PPO High	1095-C from Niagara	<i>Available in Workday</i>
Cigna PPO	1095-C from Niagara	<i>Available in Workday</i>
Cigna HSA	1095-C from Niagara	<i>Available in Workday</i>

For more information on federal healthcare reporting, please check out [Questions and Answers about Health Care Information Forms for Individuals | Internal Revenue Service \(irs.gov\)](#)