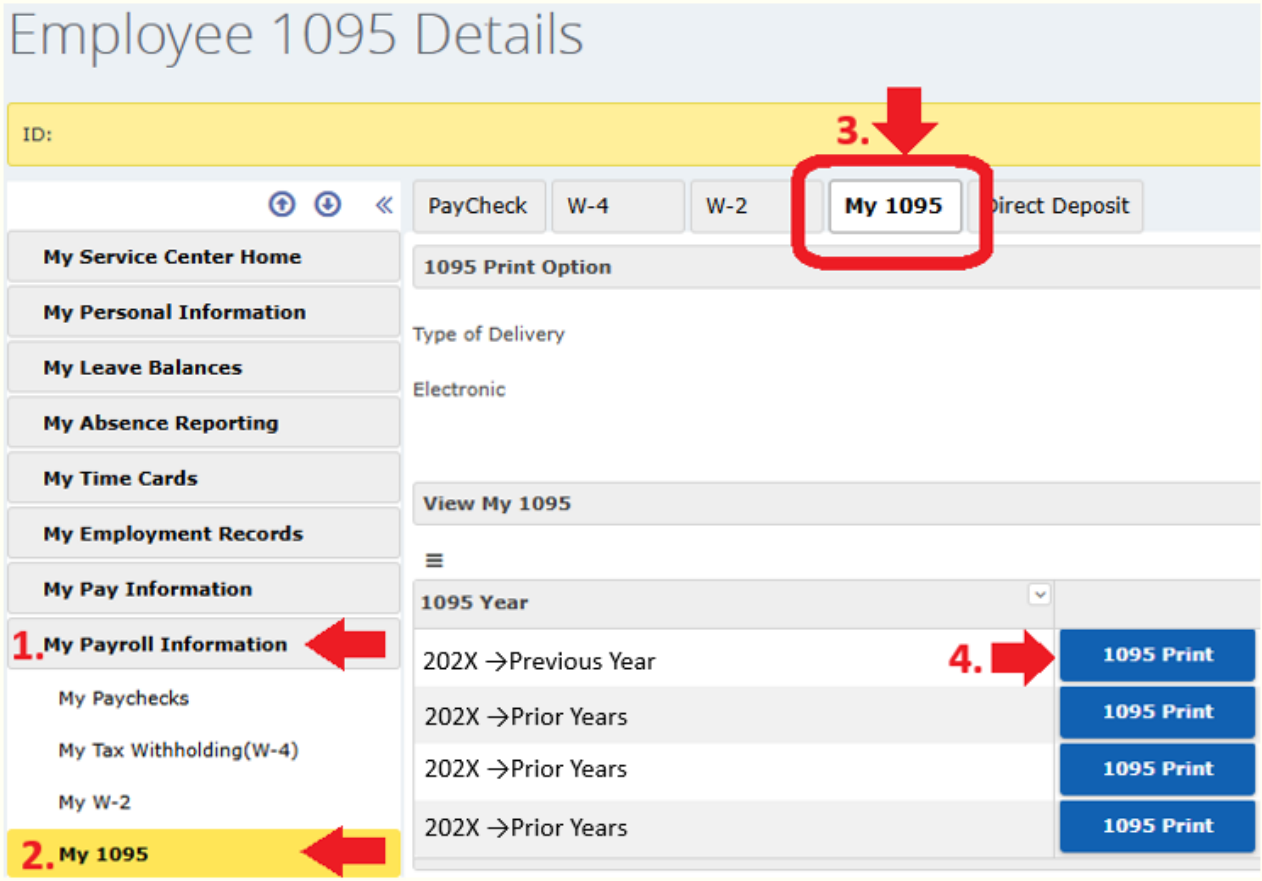
1095 Forms

Payroll Department 2400 San Bernardo, Laredo, TX 78040

The ACA Paperwork Reduction Act, allows for the 1095 Tax Forms to be made available upon request. Access to the forms is available to all fulltime employees in the employee service center. Paper forms may also be requested via email. Please contact the Payroll Department for questions or if you require assistance.

Log onto "My Service Center"

1. Click on "My Payroll Information"
2. Select "My 1095" from the dropdown list
3. My 1095 tab will open
4. Click the blue "1095 Print" button for the year you would like to print.
5. This opens a pop-up screen which will generate your 1095 form. You may print and save for your records.

Mailed paper copies may also be requested via email (Ivan Martinez 956.273.1055)

- ***To:*** *imartinez@laredoisd.org*
- ***cc:*** *vchaires@laredoisd.org*
- ***Subject line*** *(identify the year): 1095 Form 202X*
- ***Include*** *(in the body of the email): your full name, employee ID # and phone number*