


January 27, 2020
DP012704.NS1**MEMORANDUM**

TO: All RCUH Employees

FROM: Nelson Sakamoto 
Director of Human Resources

SUBJECT: Important Year-End Tax Documents

The RCUH has begun its year-end distribution of important Tax documents to all employees who were working in the 2019 tax year (e.g., from January 1, 2019 through December 31, 2019).

IRS Form 1095C – Employer-Provided Health Insurance Offer and Coverage for 2019 (Applicable only to employees that were offered an RCUH medical plan during the 2019 tax year.): The RCUH is considered an Applicable Large Employer subject to the employer shared responsibility provisions of the Affordable Care Act. The RCUH is required to send the IRS Form 1095C to each employee who was offered an opportunity to elect medical insurance coverage in one of the RCUH's medical plans. The IRS Form 1095C forms were mailed via U. S. Post Service to the mailing address as of January 9, 2020. Please email RCUH_Benefits@rcuh.com if you fail to receive your IRS Form 1095C in the mail by February 1, 2020.

IRS Form W-2 Wage and Tax Statement 2019: The RCUH will begin distribution of the IRS Form W-2 Wage and Tax Statement 2019 during the last week in January 2020. The distribution of the IRS Form W-2 are being done electronically for employees who consented to receive an eW-2 (electronic W-2) via the RCUH Employee Self-Service (ESS) portal or by U. S. Mail for those employees who did not consent for a eW-2.

Electronic W-2: For employees who have elected to receive a eW-2 (i.e., electronic W-2) may check on your Employee Self-Service (ESS) site on January 28, 2020. Go to your ESS site and select the Payroll and Compensation tab (on the left side of the ESS screen), then select "View W-2/W-2c forms".

Mailed W-2: For employees who opted to have your W-2 mailed via U. S. Post Service to the mailing address as of January 9, 2020. You should expect to receive your W-2 by February 5, 2020. Please email RCUH_Payroll@rcuh.com if you fail to receive your W-2 in the mail by February 7, 2020.