

# WORKDAY | Benefits: How to Access Your 1095C

## What Is a Form 1095-C?

A 1095-C is a tax form you get each year from your employer. It shows:

- If your employer offered you health insurance, and
- What kind of health insurance was offered.

You do not need to send the 1095-C in with your taxes, but it can help you answer questions when you file your tax return.

## How to access your 1095-C in Workday

1. Employees can access their individual 1095-C if offered health insurance during the prior calendar year by searching “My ACA Forms” in the search bar and selecting “My ACA Forms Report”.

The screenshot shows the Workday search interface. At the top, there is a search bar containing the text "My ACA Forms". Below the search bar, the results are categorized into "Top Results", "People (0)", "Tasks and Reports (5)", and "All Categories". Under "Top Results", there is a "Workday Assistant" section with the text "Here is the best match for your ask:" and two buttons: "Employee Benefits Center" and "Dependents". Below this, there is a "Tasks and Reports" section with a button labeled "My ACA Forms Report".

2. Select View/Print to download a copy of your 1095-C.

The screenshot shows the "My ACA Forms" report in Workday. The report is displayed as a table with the following columns: Year, Company, Form, Latest, and a "View/Print" button. The table contains one row of data for the year 2025, with the company name "Cracker Barrel Old Country Store, Inc." and the form type "1095-C". The "View/Print" button is highlighted with a red box.

Year	Company	Form	Latest	
2025	Cracker Barrel Old Country Store, Inc.	1095-C	Yes	<a href="#">View/Print</a>