

IMPORTANT HEALTH COVERAGE TAX DOCUMENTS

Beginning with the 2025 tax year, Collin College will only provide an electronic copy of the Affordable Care Act Form 1095-C per the Paperwork Burden Reduction Act.

Current employees, please follow these steps to access your electronic Form 1095-C in Workday:

- Log into [Workday](#) (via [Cougarweb](#) or [OneLogin](#)) and go to your profile.
- In the Search Bar type My ACA Forms
- Under Tasks and Reports choose My ACA Forms
- Go to "View/Print" on the line for 2025. This will produce a PDF version of the form for you to print/store for future use.
- The download or print options will be in the upper right corner.

Former employees may request a copy of their Form 1095-C through the options below:

- Email: benefits@collin.edu
- Phone: 972.599.3152
- Mailing Address: Collin College, Attn Benefits Department, 3452 Spur 399, Mckinney TX 75069