

HR NAVIGATOR

2017 eW-2's

Northeastern partners with ADP to provide you with an electronic copy of your W-2. In addition, if you have not opted out, ADP will mail a copy of your W-2 to you by the end of January.

Our partnership with ADP provides you with the ability to download your information into tax preparation software such as TurboTax and H&R Block.

2017 eW-2's AVAILABLE ONLINE

If you already registered with, [ADP](#) you can access your 2017 eW-2 by visiting [ADP](#). You will be prompted to enter the username and password you selected when you registered.

- Please note this is your [ADP](#) username and password, **not** your myNortheastern username and password.
- If you have forgotten your username and password, click *Forgot your ID/Password?* and follow the prompts.

If you have not yet registered with [ADP](#), you can register and access your 2017 eW-2. It's simple.

- Log on to myNortheastern
- Select Services and Links
- Scroll to HRM Benefits & Services
- Select Employee Self-Service
- Select Employee tab
- Select W-2 Wage and Tax Statement and follow the instructions

MEDICAL PLAN TAX INFORMATION

The Affordable Care Act (ACA) requires you to report select information on your taxes.

FEDERAL TAX RETURNS

The Affordable Care Act (ACA) requires large employers such as Northeastern to report information about health insurance options and coverage to the IRS and subscribers. The information provided on these forms is necessary to complete your federal income taxes. *Please keep the form(s) for your records.*

- **1095-C:** As part of the requirements of the ACA, if you were *offered* medical insurance by Northeastern in 2017, you will receive a 1095-C form in the mail which verifies you were *offered* coverage. Northeastern also provides the information directly to the IRS. If you have questions about the 1095-C, please contact the HRM Customer Service Center: 617.373.2230.
- **1095-B:** In addition, as part of the ACA, if you *elected* health insurance through Northeastern in 2017, you will receive a 1095-B form in the mail from Blue Cross Blue Shield by the end of January; this form verifies that your health insurance coverage met the Minimum Essential Coverage standard as required by the ACA. If you have questions about the 1095-B, please contact Blue Cross Blue Shield member services directly: 888.543.8770.

STATE TAX RETURNS

- **1099 HC:** If you were covered by a medical plan offered by Northeastern in 2017, you will receive a 1099 HC form from Blue Cross Blue Shield by the end of January.
- Massachusetts residents will need the information provided on the 1099 HC to complete the MA income tax forms. If you were employed at Northeastern for only a portion of the calendar year, you may need to secure additional information from your former employer. If you have questions about the 1099 HC, please contact Blue Cross Blue Shield member services directly: 888.543.8770

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