



Governing Board
Diana Honig, President
Fernando Sandoval, Vice President
John E. Márquez, Secretary
Rebecca Barrett
Andy Li
Chancellor
Mojdeh Mehdizadeh

NOTICE REGARDING DISTRIBUTION OF 1095-C

Effective for tax year 2025, due to the Paperwork Burden Reduction Act, the Contra Costa Community College District will no longer automatically mail a 1095-C form to its employees. An employee, or former employee, can request a paper form be mailed to them by contacting the Human Resources Department by email or telephone:

By email: dohr@4cd.edu , in the email subject please enter: “1095-C Request”

By telephone at: 925-229-6856

Human Resources will mail a paper copy to those requesting one within 30 calendar days.

At any time , **current employees** can login to their Insite self-service portal and obtain their form electronically. Instructions are provided here.

- 1. Log into Insite Portal (<https://www.4cd.edu/insite/index.html>)**
2. Find the tile (HR-Payroll) and click on it:
3. Find the menu option that states 1095-C Statement and click on it
4. At the top of the next page, Select the 1095-C information tab
5. When the page opens, it will either say that you already Consent to receive your 1095-C in electronic format (no action is needed, you can exit out), or it will say you have withheld your consent.
6. To change your selection, click on the ‘Change Preferences’ button.
7. Choose the selection that you want for your 1095-C and click save.
8. *Optional: Since you’re already in this menu, you can also consent to receiving your W-2 electronically as well, for future years, if you would like.*
9. Complete, log out.