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FM COMCOGARD PSC ARLINGTON VA
TO ALCGPSC
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UNCLASS //N07401//
ALCGPSC 127/16

SUBJ: IRS FORMS W-2 AND 1095-B DELIVERY AND PROCESS FOR
REQUESTING DUPLICATE AND CORRECTED FORMS
A. PERSONNEL AND PAY PROCEDURES MANUAL (PPM), PPCINST M1000.2
(SERIES)

1. Per ref (a), IRS Form W-2 for 2016 will be mailed no later than 31 Jan 2017. W-2s are mailed to the member's mailing address in Direct Access. If you consented to receive your tax forms electronically, the printable forms will be available in Direct Access self service under "View/Print My Year End Forms" no later than 31 Jan 2017.

2. In addition to W-2 forms, PPC will also be producing IRS 1095-B, Health Coverage forms. The IRS 1095 series forms include information already provided to the Internal Revenue Service. These forms contain information members need to complete their individual federal income tax return.

3. In order for PPC to furnish the IRS Forms in a timely fashion, all members must ensure their correct and current mailing address is entered in Direct Access no later than 6 Jan 2017. To view and update your mailing address in Direct Access (<https://portal.direct-access.us/>), go to the Main Menu and select Self-Service, Employee, Tasks, Home and Mailing Address. Use ref (a), section 8.B.6, for address format examples for single members living in barracks or shipboard berthing. Members must ensure forwarding of mail through the U.S. Postal Service if there has been a recent change in mailing address.

4. Requests for duplicate IRS Forms will not be accepted or processed until after 15 February 2017 and will not be processed for members with access to Direct Access. Note: Separated members have self-service in Direct Access for 18 months following separation.

A. If you are unable to print the IRS Form W-2 from Direct Access, request a duplicate W-2 by completing form CG-2016, W-2 Request Form (<http://www.uscg.mil/ppc/forms/>). Attach the signed form (digital signatures are preferred) to a PPC Customer Care trouble ticket at https://cg.portal.uscg.mil/units/ppc/SiteAssets/PPC_Customer_Care_Trouble_Ticket_Form.dotm or via e-mail to ppc-dg-customer@uscg.mil. CG-2016 forms received via fax are not accepted and will not be processed.

B. To request a duplicate IRS Form 1095B, submit an online trouble ticket at https://cg.portal.uscg.mil/units/ppc/SiteAssets/PPC_Customer_Care_Trouble_Ticket_Form.dotm or send an e-mail to ppc-dg-customer@uscg.mil.

C. Replacement IRS Forms W-2 and 1095-B will be e-mailed to the member's e-mail address, secured with password protection.

The forms will only be sent directly to the taxpayer.

5. Ref (a), section 8.B.6.9, contains guidance for requesting a corrected IRS Form W-2. Report W-2 discrepancies to PPC (SEP) via your responsible Personnel and Administration (P&A) Office. The P&A Office must notify PPC (SEP) via Customer Care trouble ticket of the suspected error with applicable supporting documentation and calculations. Refer to the State Tax Withholding Exceptions prior to submitting a request for W-2 correction as Direct Access collects Federal and State tax based on member election:

https://www.uscg.mil/ppc/guides/gp/spo/deductions/State_Tax_Withholding_Exceptions.pdf

6. Corrections to the IRS Form 1095-B can only be made by the Defense Manpower Data Center (DMDC) through the Defense Enrollment Eligibility Reporting System (DEERS). Members must go to an ID card facility to have information updated in DEERS. PPC will produce corrected forms once received from DMDC and will deliver to the member according to the delivery method elected.

7. For additional guidance, refer to the PPC Separations website at: <http://www.uscg.mil/ppc/w2.asp> (for W-2 information) or <http://www.uscg.mil/ppc/aca> (for 1095 information).

8. Direct questions regarding the content of this message to PPC Customer Care at: (866) 772-8724/(785) 339-2200 or via the Online Trouble Ticket/Inquiry Form at <http://www.uscg.mil/ppc/ccb/> or by e-mail to PPC-DG-CustomerCare(at)uscg.mil.

9. Released by: RDML M. T. Bell Jr., Commander, CG Personnel Service Center. The Service Center for Our Most Important Resource - Our People.

10. Internet release authorized.