

Form 1095-C Reprint Instructions

The University of Pittsburgh offers online access to your 1095-C tax form through mytaxform.com. Since it may have been a while since you last logged in, you may need to take extra steps to verify your identity before accessing your 2017 1095-C tax form.

Please note that one reprint of the Form 1095-C per tax year is free of charge. If additional copies are requested, a fee will be applied at the expense of the employee.

1. Go to www.mytaxform.com
2. Enter the University of Pittsburgh's Employer Code: **14726**

Tax Form Management

[Form 1095-C FAQs](#) [Form 1095-C Decoder](#) [Demos and Tutorials](#)



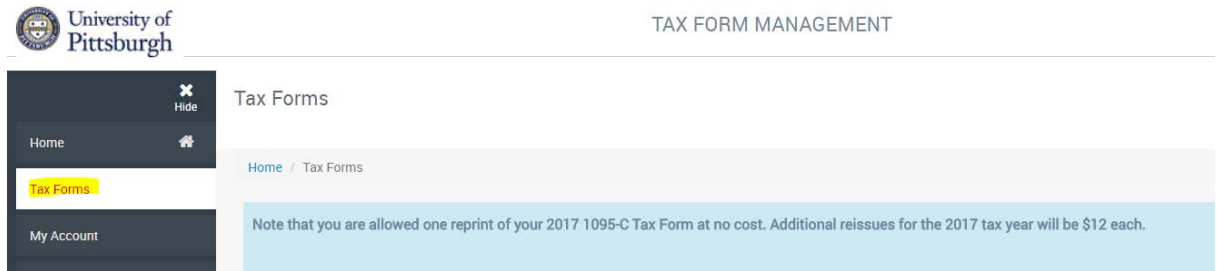
3. **Enter Your Login Credentials** (*The login credentials will be the same credentials used for other services with Equifax such as the The Work Number*).
 - a. **User ID:** Your full social security number
 - b. **Pin Scheme:** 4 digit employee birth year + last four digits of your Employee ID Number
 - i. *If you do not know your Employee ID Number, you can find it on your pay statement, at the top, under "Employee #". It can also be found online through employee self-service in PRISM.*
 - ii. *Please note, you will be prompted to change your Pin when you log-in for the first time.*
 - c. After entering your username and PIN, you will be prompted to either provide basic personal information, including address, phone and email options OR you will be asked to review existing profile information, including contact methods, and confirm your primary address, email, and phone preferences.
 - d. You may need to verify your identity before accessing your account. Please keep in mind that even though you may be confident in your current username/PIN for logging in, returning users may still be challenged to prove their identities before accessing their accounts.
 - e. The process to verify your identity is simple and generally takes only a few minutes to complete, you will usually only need to have or be near a device to receive a One-Time Passcode (OTP).
 - i. If you have more than one verified contact method in your profile, you will get to choose where you would like to receive an OTP. Options may include phone call, text, and email. These passcodes are sent in "real-time," and you should enter the received passcode immediately into the application.
 - ii. This year you will also be given the option to receive an OTP via U.S. mail.

- iii. You may also have the option to answer security questions if you have set up personal security questions for your mytaxform.com account. If so, the system will prompt you to answer the questions you have previously set up before you can complete your login and access your tax forms.
- iv. If you are unable to verify your identity online, you will have to need to use the OTP by Mail option, or contact a Web Manager (see list below), who will help you gain access to your account.

4. On the Menu, click “Tax Forms”.



5. Click on the applicable year and click “Continue”.



6. Confirm your order.