Need a Duplicate W-2 or Form 1095-C?

It’s as easy as 1, 2, 3

1. Go to Liteblue. Select PostalEase from Employee Apps – Quick Link
   - **Employee Apps - Quick Links**
   - Select PostalEase

2. Log in using your EIN and PIN
   - **Login**
   - Employee Identification Number: [Enter]
   - Password: [Enter]

3. Select W-2 or 1095-C.
   - **Select Option 2, Payroll**
   - **Select Option 3, W-2 Reprint**
   - **Select Option 6, 1095-C Reprint**

Or

Call the Employee Self Service Line,
Option 1 PostalEase
   - **Employee Self Service Line**: 877-477-3273

Active USPS Employees have two options:

Option 1: Online through PostalEase Web (LiteBlue, Blue or Employee Self-Service Kiosk)

Option 2: Telephone using the USPS Employee Self-Service Line at 1-877-477-3273

**Note:** A written request for a duplicate W-2 or Form 1095-C is required for a separated employee.

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**IRS Tax Form 1095-C**

**What is Form 1095-C?**

Form 1095-C is an official IRS tax form titled, *Employer-Provided Health Insurance Offer and Coverage*. This form includes information about the health insurance coverage **offered** to you by the U.S. Postal Service. This form contains information that will be required when completing your tax return.

**Why did I receive Form 1095-C?**

IRS regulations require the U.S. Postal Service to provide this form to currently employed and separated employees, who met Affordable Care Act full-time eligibility requirements for at least one month during the tax year, as documentation that Minimum Essential Coverage was offered.

**Contact:** USPS Employee Form 1095-C Service Line at 844-264-0078 or visit the **1095-C Toolkit** on the Accounting website.