

Affordable Care Act Asks for Missing Dependent Social Security Numbers

The City of Tacoma is required to have social security number information on file for all enrolled dependents on benefit plans, due to the Affordable Care Act (ACA) requirements for employers to provide reporting to the Internal Revenue Service (IRS) and employees in 2016. The Benefits Division began communicating about this requirement last fall during Open Enrollment and many employees responded. However, we are still missing several dependent social security numbers and the Benefits Division will soon be mailing out a postcard to those employees who need to update their dependent records with this required information.

If you receive our post card, you are able to go directly into Employee Self Service (ESS) and enter the missing social security numbers. Just follow the steps below: **Login to ESS** www.cityoftacoma.org/ess

You will be required to enter the SSN as well as the complete address for each dependent you edit.

You can also contact our staff at benefits@cityoftacoma.org or at (253)573-2345 for assistance with submitting your missing social security numbers.