

## IMPORTANT HEALTH COVERAGE TAX DOCUMENT NOTICE

### Paperwork Reduction Act – Notice of Right to Request Form 1095-C

This notice is provided to inform you of your right to request a Form 1095-C for the 2025 tax year be delivered to you via USPS mail.

The Paperwork Reduction Act amended the Affordable Care Act (ACA) to remove the requirement for employers and health insurance providers to automatically mail Form 1095-C to employees and covered individuals. Forms must now only be mailed **if an individual affirmatively requests one.**

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#### What Is Form 1095-C?

Form 1095-C is an IRS tax form that reports information about the health insurance coverage offered by your employer. It helps both you and the IRS determine:

- Whether you were offered employer-sponsored health coverage
- Whether you may be eligible for premium tax credits
- Whether your employer met ACA coverage requirements

You are **not required** to file Form 1095-C with your tax return. Keep it with your tax records. You may need it if you enrolled in Marketplace coverage, but you generally do **not** attach it to your tax return.

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#### How to Access Your 2025 Form 1095-C

##### Electronic Access (Available After February 6, 2026)

1. Log in to Paycom using your employee self-service credentials.
  2. Go to **Payroll** → **Year-End Tax Forms**.
  3. Select the **1095 Forms** tab.
  4. Click **View** next to the form you wish to download. You may then save or print the form.
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**Requesting a Mailed Copy** (*Please submit requests by January 31, 2026, if possible!*)

If you prefer to receive your Form 1095-C by mail:

1. Log in to Paycom using your employee self-service credentials.
2. Navigate to **Payroll → Year-End Tax Forms**.
3. On the Year-End Tax Forms page, click the link in the banner above the forms list.
4. Follow any prompts to request a hard copy.

Your Form 1095-C will be mailed to you within **30 days** of your request.

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If you have any questions, please contact **[benefits@strongercommunitiesny.org](mailto:benefits@strongercommunitiesny.org)**.