



## MEMORANDUM

Tax Form Information regarding Health Insurance

Dear Staff,

As of December 2024, a new law has been established that gives employees the option to request a copy of the IRS Form 1095, rather than an employer automatically sending via US mail by IRS distribution date annually. This 1095 form is an important tax document related to your decision regarding your health insurance coverage with your employer. The form is important to show whether the plan offered to you and your dependents was Minimum Value and Affordable. This information is used by the IRS in determining eligibility for premium assistance in the marketplace. This notice of availability should be retained for your records and kept handy for each tax year's documentation. You do not need the form to file your tax return automatically, but should you need it, our support team can deliver it to you.

### **How to Request Your 1095-C Form:**

- To request your 1095 form, please contact [1095-retrieve@etctracking.com](mailto:1095-retrieve@etctracking.com)
- Include First name, Last name, last four of SSN ONLY and School Name
- You may specify in your request whether you prefer to receive the form by email (digital version) or by traditional mail.
- Your form will be delivered within 30 days of receipt of the request.

Thank you for your attention to this matter.