



**Subject: Important Notice Regarding Your 2024 ACA Form 1095-C  
(Paper Copy Available upon Request)**

Dear Employee,

Please be advised that due to recent changes in IRS (Internal Revenue Service) requirements, your 2024 Form 1095-C, which details your health insurance coverage under the Affordable Care Act (ACA), will only be provided, in paper form, upon request.

You may view your form electronically via the UKG application, which is the same application you use for Benefits and Payroll information.

**This process will be in effect for all future year's 1095-Cs unless new guidance is received from the IRS.**

To access your 1095-C:

Paper Copy:

- **Submit a request:**

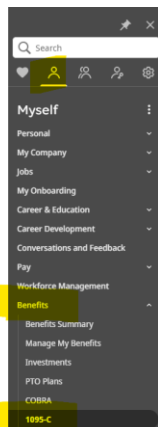
Contact your Human Resources department to request your Form 1095-C.

- **Delivery method:**

Upon request, please specify how you would like your 1095-C delivered; to your registered email address, a different email, paper copy mailed or in-hand, etc.

Electronic Copy:

- Log into UKG; click on the Myself Icon, then Benefits, then on 1095-C



**Important points to remember:**

- **No automatic paper copy distribution:** You will not receive a paper copy of the 1095-C unless you request it.
- **Deadline to deliver requested paper 1095-Cs:** Human Resources has until March 3<sup>rd</sup>, 2025, to provide any 1095-Cs requested by March 3<sup>rd</sup>, 2025. Forms may be requested at any time.

If you have any questions about this process, please contact your Human Resources department.