

**IMPORTANT HEALTH COVERAGE TAX DOCUMENTS**  
**Paperwork Reduction Act Notice of Need to Request Form 1095C**

The Paperwork Reduction Act amends the Affordable Care Act by no longer requiring employers and health insurance providers to send form 1095C to employees and/or covered individuals under a health plan. Previously employers and/or insurance providers had to send 1095 forms to each full-time employee and/or covered individual. Now, those forms must only be sent when affirmatively requested by an employee and/or covered individual. If an individual requests a form, the form will be provided by January 31 or 30 days after the date of the request, whichever is later. This Notice serves as the required Notice employers must provide to inform individuals of their right to request a 1095C form.

YOU DO NOT NEED A COPY OF THIS FORM TO FILE YOUR FEDERAL OR STATE TAXES.

To affirmatively request a copy of a 1095C form send an e-mail or written notice to:

**Human Resources Department  
Illinois Institute of Technology  
10 W 35<sup>th</sup> Street, 13<sup>th</sup> Floor  
Chicago, IL 60616**

**312-567-3318**

**hr@iit.edu**