

ACA Sample Letter – Forms

Dear [Employee Name],

Due to new federal legislation enacted on December 23, 2024 (the "Employer Reporting Improvement Act" and "Paperwork Burden Reduction Act"), we are informing you of upcoming changes to how Form 1095-C will be distributed.

Previously, we were required to automatically provide you with Form 1095-C each year. However, due to recent changes in federal law, we are now only required to furnish this form to you **upon request**.

What is Form 1095-C?

Form 1095-C provides information about the health insurance coverage we offered you during the year.

How to Request Your Form 1095-C:

If you would like to receive Form 1095-C for the 2024 tax year, please request it by {Date }

You can request the form by:

- [Choose your preferred method(s) of request and provide instructions. Examples:]
 - Emailing us at [Email Address]
 - Calling us at [Phone Number]
 - Submitting a request through our company intranet [Provide link or instructions]

[Your Company Name] will provide your Form 1095-C within 30 days of your request.

We appreciate your understanding and cooperation. If you have any questions, please do not hesitate to contact us.

Sincerely,

The information contained in this letter is intended for educational purposes and to provide a general understanding of regulatory events, legislative changes and the law – not to provide specific legal advice. Employers are advised to discuss and/or receive counsel from their licensed legal or accounting professional, prior to implementing any new policy or policy change.