

Employer Guidance: Website Notice for 1095-C Recipients

According to new Federal requirements, employers are no longer required to automatically send Form 1095-C to individuals. Individuals may receive a copy of Form 1095-C upon request.

Employers choosing this alternative must post an online notice that:

- Meets specific content requirements as described below.
- Informs employees where to access their Form 1095-C electronically.
- Informs employees and former employees how to request their Form 1095-C from the employer.
- Is posted by March 2 and remains posted until at least October 15 of this year.

Content Requirements

- **Both the employer's website homepage and secondary landing page with notice must comply.**

IRS compliance requires more than a notice housed on a landing page. The homepage must also have content leading the user to the landing page.

- **The homepage notice must have:**
 - Plain, non-technical language.
 - Large enough font to grab attention.
 - Visual clues or graphic figures that call attention to the landing-page link.
 - Clear message that it pertains to Form 1095-C tax statements.
 - Example: A homepage link reading "Tax Information" in larger font plus visual clues or graphics is compliant.



- **Landing page notice**
 - Sample text is below. Brackets indicate information you as the employer customize.
 - The notice should be on a landing page linked to the homepage.

Sample Landing Page Notice Template for Employers

TAX INFORMATION: IMPORTANT HEALTH COVERAGE TAX DOCUMENT (1095-C FORM)

According to new Federal requirements, you may receive a copy of your Form 1095-C upon request. This means that [EMPLOYER NAME] is no longer required to automatically send you a 1095-C.

If you would like a copy of your Form 1095-C, please access our benefits portal at [ENTER LINK] and download your Form 1095-C electronically.

Alternatively, if you need us to mail your Form 1095-C, please contact us as noted below. We will send your form no later than 30 days after we receive your request.

If you are no longer employed by [EMPLOYER NAME] or you retired in 2025, you will receive your Form 1095-C in the mail.

How to contact us

If you have questions or need further assistance, please contact [NAME OF EMPLOYER REPRESENTATIVE] at:

- Email: [EMAIL ADDRESS FOR REPRESENTATIVE]
- Phone: [PHONE NUMBER FOR REPRESENTATIVE OR MAIN HR NUMBER]
- Mailing Address: [EMPLOYER REPRESENTATIVE MAILING ADDRESS]