**Sample 1 (employee email – 1095-C):**

Dear [Employee Name],

Due to new federal legislation designed to reduce paperwork and administrative burden, 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. You are not required to file this statement with your personal taxes.

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

If you would like to receive Form 1095-C for the {year} 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,

**Sample 1 (employee email – 1095-B):**

Dear [Employee Name],

Due to new federal legislation designed to reduce paperwork and administrative burden, we are informing you of upcoming changes to how Form 1095-B will be distributed.

Previously, we were required to automatically provide you with Form 1095-B 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-B?**

Form 1095-B provides information about the health insurance coverage you were enrolled in during the year. You are not required to file this statement with your personal taxes.

**How to Request Your Form 1095-B:**

If you would like to receive Form 1095-B for the {year} 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-B 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,

**Sample 2 (all employee notice – 1095-C):**

**IMPORTANT HEALTH COVERAGE DOCUMENTS**

As an employee that was eligible for minimum essential health coverage provided by the ABC Company Health and Welfare Plan you are entitled to a Form 1095-C for the {insert year] tax year, which serves as proof of the coverage we offered you. This statement was previously mailed to individuals; however, due to new regulations designed to reduce paperwork and administrative burden, we are no longer required to send paper copies via mail.

You are not required to file this statement with your personal taxes. However, if you would like to request a free copy of your Form 1095-C for your records, you may do so by emailing [**hr@company.com**](mailto:hr@company.com), calling **XXX-XXX-XXXX** or sending a request to HR at 123 Main Street Employer City Employer State.  A paper copy will be mailed to the address on file within 30 days of receiving the request. If you prefer to receive an electronic copy of your Form 1095-C, please include your preferred email with the request. You may also access your Form 1095-C electronically {here with a hyperlink} or by accessing {Name of BenAdmin System}.

**Sample 2 (all employee notice – 1095-B):**

**IMPORTANT HEALTH COVERAGE DOCUMENTS**

As an employee that was enrolled in minimum essential health coverage provided by the ABC Company Health and Welfare Plan you are entitled to a Form 1095-B for the {insert year} tax year, which serves as proof of the coverage in which you enrolled. This statement was previously mailed to individuals; however, due to new regulations designed to reduce paperwork and administrative burden, we are no longer required to send paper copies via mail.

You are not required to file this statement with your personal taxes. However, if you would like to request a free copy of your Form 1095-B for your records, you may do so by emailing [**hr@company.com**](mailto:hr@company.com), calling **XXX-XXX-XXXX** or sending a request to HR at 123 Main Street Employer City Employer State.  A paper copy will be mailed to the address on file within 30 days of receiving the request. If you prefer to receive an electronic copy of your Form 1095-B, please include your preferred email with the request. You may also access your Form 1095-B electronically {here with a hyperlink} or by accessing {Name of BenAdmin System}.