

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 McDowell Technical Community College 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 McDowell Technical Community College 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 Breanna Wilson, Director of Human Resources at:

- Email: bdrose59@go.mcdowelltech.edu
- Phone: 828-652-0618
- Mailing Address: [54 College Dr. Marion, NC 28752](#)