

## **<< IMPORTANT HEALTH COVERAGE TAX DOCUMENTS >>**

**If you would like a copy of your Form 1095-C information statement that Hofstra University has reported to the IRS to be sent to you about your health coverage sponsored by Hofstra University, please follow the instructions below.**

For current active employees, the Form 1095-C is posted on the Hofstra portal at [my.hofstra.edu](http://my.hofstra.edu) in the 'My HR' section.

### **INSTRUCTIONS FOR REQUESTING YOUR FORM 1095-C**

**Please read the following instructions carefully and completely.** You may request your Form 1095-C by contacting the Benefits Team by either email or mailing address at:

Email address: [benefits@hofstra.edu](mailto:benefits@hofstra.edu)

Mailing address: Hofstra University  
Human Resources Center (Form 1095-C Request)  
205 Hofstra University  
Hempstead, NY 11549

If you have questions, please contact the Benefits Team at (516) 463-6526. **Requests for Forms 1095-C by phone are not accepted.**

**You must include all of the following information with your emailed or mailed request:**

- Your full name.
- The last four digits of your Social Security Number or your birth date.
- The reporting year of the Form 1095-C statement being requested.
- Your phone number and email address where we can reach you, if we have further questions.
- The mailing address where you would like us to send the Form 1095-C. Please note that the Form 1095-C requested will be sent via first class mail to the address provided.

Providing incomplete or inaccurate information may prevent or delay a response from us.

A copy of your 2025 Form 1095-C requested will be furnished to you by the later of: i) March 2, 2026; or ii) 30 days after the date we receive your request with the complete and accurate information listed above. Please contact us as soon as possible, if you believe it has been longer than the time period indicated.