



MEMORANDUM

TAX INFORMATION IMPORTANT HEALTH COVERAGE TAX DOCUMENTS

To: All Employees
From: Paola De La Melena
Date: September 25, 2025
Subject: Important Health Coverage Tax Document Request

Dear Team,

Pursuant to the Paperwork Burden Reduction Act (H.R. 3797) enacted on December 23, 2024, your 1095 Form will no longer be automatically mailed or hand delivered to you. Instead, this Form will be available through our HUB portal. Simply log in and go to your File Cabinet to download the 1095 Form.

If you are unable to download the 1095 Tax Form, please reach out to request a copy to be sent to you. You have several options to request this Form.

Via Portal: www.mybenefitshub.com/laketravisisd

Via Phone: Call the Payroll & Benefits department at 512-533-6021

Via Email, please include the last four of your SSN and last name: benefits@ltidschools.org

Via Regular Mail: Attention to Paola De La Melena, 3322 Ranch Rd 620 South, Austin TX 78738

If you choose to contact us directly, you will receive your 1095 Form within 15 days of the request once the Forms have been prepared (in accordance with ACA Deadlines).

This form is significant as it indicates whether the plan offered to you and your dependents met the IRS "Minimum Value" standard and if the employee-only coverage was considered "Affordable" under IRS guidelines. The IRS continues to use this information to determine household eligibility for premium assistance in the marketplace.