



# ***Sudbury Public Schools***

*40 Fairbank Road  
Sudbury, Massachusetts 01776  
Phone: (978) 639-3211  
Fax: (978) 443-9001*

Dear SPS employees,

This email serves to inform you of a change in the delivery of Form 1095-C (Employer-Provided Health Insurance Offer and Coverage) for the 2025 calendar year.

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## **Key Change: Electronic Access is Now Standard**

To streamline administrative processes and reduce our environmental footprint, we are transitioning to electronic delivery as the standard method for distributing Form 1095-C.

- Printed Forms Discontinued: We will no longer automatically print and mail the Form 1095-C.
  - Electronic Access: Your Form 1095-C for the 2025 calendar year will be available for you to access and print securely through the Employee Forward Payroll Portal.
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## **How to Access Your Form 1095-C**

We encourage all employees to utilize the convenient and secure electronic option on the Employee Forward payroll portal.

Your form will be available by the IRS deadline, which is March 2, 2026.

1. Log in to Employee Forward [.https://www.employeeforward.com/](https://www.employeeforward.com/)
2. Navigate to the Taxes Section.
3. Select the option for Form 1095-C

## **Requesting a Printed Copy**

If you are unable to access the form 1095-C, and require a physical, printed copy, you may request one.

To request a printed copy, please contact the business office at 40 Fairbank Road, by sending an email to [john\\_murzycki@sudbury.k12.ma.us](mailto:john_murzycki@sudbury.k12.ma.us), or by calling ext 3217 from any SPS phone (978-639-3217)

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Thank you!

## What is Form 1095-C?

Form 1095-C, titled Employer-Provided Health Insurance Offer and Coverage, is a statement of health coverage offered to eligible employees.

- Form 1095-C is a statement of health coverage offered to eligible employees. This form provides information about the health coverage offered by your employer as required by the Affordable Care Act (ACA).
- Eligible employees who declined to participate in their employer's health plan will still receive a 1095-C form.
- Form 1095-C identifies the employee and employer, the months the employee was eligible for coverage, and the cost of the cheapest monthly premium under the plan.