



## Employee Notice Regarding Availability of Form 1095

### Important Notice to Employees

Beginning with the 2025 tax year, employers are no longer required to automatically distribute Form 1095 to employees. However, employees are entitled to receive a copy of their Form 1095 upon request.

Employees may request their Form 1095 at any time through March 2, 2026, by contacting the employer using any of the methods listed below. This notice will remain posted and accessible to all employees through October 15, 2026.

### **How to Request Your Form 1095:**

**Email:** [Payroll@lemanacademy.org](mailto:Payroll@lemanacademy.org)

### **Mailing Address:**

Payroll Department

3300 E. Sunrise Dr.

STE 150

Tucson, Arizona, 85718

**Phone Number:** 520-499-1474, option 3

Your Form 1095 will be provided promptly upon request.

### **Alternative Option:**

Employees may choose to receive their Form 1095 automatically by submitting a request no later than March 2, 2026.