

# **EMPLOYEE NOTICE – 1095-C**

## **IMPORTANT HEALTH COVERAGE DOCUMENTS**

As an employee that was eligible for minimum essential health coverage provided by the Virginia Lutheran Homes Health and Welfare Plan you are entitled to a Form 1095-C for the 2025 tax year, which serves as proof of the coverage we offered to you. This statement was previously printed and distributed to employees; however, due to new regulations designed to reduce paperwork and administrative burden, we are no longer required to send paper copies.

You are not required to file this statement with your personal taxes. However, if you would like to request a free copy of your Form 1095-C for your records, you may do so by emailing [akroll@vlhnet.org](mailto:akroll@vlhnet.org), [mjames@vlhnet.org](mailto:mjames@vlhnet.org), or [bard@vlhnet.org](mailto:bard@vlhnet.org), calling **540-562-5443** or sending a request to Human Resources at:

Virginia Lutheran Homes  
3807 Brandon Avenue SW, #2440  
Roanoke, VA 24018

A paper copy will be mailed to the address on file within 30 days of receiving the request (after January 31). If you prefer to receive an electronic copy of your Form 1095-C, please include your preferred email with the request.

You may also access your Form 1095-C electronically by logging into your Employee Self Service account here: <https://www.readypayonline.com/ProLiant/Login/Login.aspx> and navigating to My Info > Form 1095-C. This is also accessible in the free app ProLiant Mobile under HR > Docs > Form 1095-C.