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## MEMORANDUM

**To:** Current and Former Employees  
**From:** Human Resources  
**Date:** January 30, 2025  
**Subject:** **Changes to ACA Compliance: Distribution of Forms 1095-C**

This memo serves as notice of an important change regarding the distribution of Form 1095-C, as mandated by the federal Paperwork Burden Reduction Act. Starting with 1095-C forms for the 2024 calendar year, forms will no longer be mailed to employees. Current employees may access and print their forms directly from Workday. In addition, current and past employees can request the form through one of the following methods:

- Email: [HR@andersonuniversity.edu](mailto:HR@andersonuniversity.edu)
- Phone: (864) 231-2450
- Mailed Request:  
Anderson University  
Attn: Human Resources  
316 Boulevard Anderson, SC 29621

Upon receiving a request, the Human Resources department will ensure that the form is provided within 30 days.

If you have any questions or need further clarification, please contact HR. Thank you for your attention to this important update.

Sincerely,  
Human Resources