



***Employee Request for 1095-C Form for the 2024 Tax Year***

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**Employee Information**

- **Full Name:** \_\_\_\_\_
- **Employee ID (if applicable):** \_\_\_\_\_
- **Department:** \_\_\_\_\_
- **Email Address:** \_\_\_\_\_
- **Phone Number:** \_\_\_\_\_

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- **Preferred Method of Delivery (check one):**
    - Email
    - Postal Mail

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**Acknowledgment**

By submitting this request, I understand that I am requesting a copy of my 1095-C form for the 2024 tax year. I acknowledge that the form will be provided to me by the later of January 31, 2025, or within 30 days of the date of my request.

- **Employee Signature:** \_\_\_\_\_
- **Date:** \_\_\_\_\_

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**Submission Instructions:**

Please submit the completed form to Human Resources by one of the following methods:

**Email:** [inhro@lehigh.edu](mailto:inhro@lehigh.edu)  
**Fax:** 610-758-6226  
**Mail:** 306 S. New Street, Suite 437  
Bethlehem, PA 18015

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We appreciate your prompt attention to this request. Should you have any questions or require further assistance, please do not hesitate to contact Human Resources.