



City of Alvarado Human Resources Department

Dear City of Alvarado Employees,

Due to recent changes in federal legislation under the Paperwork Burden Reduction Act (PBRA), the City of Alvarado is updating how Form 1095-C will be distributed moving forward. Under the updated federal guidelines, employers are now required to provide this form **only upon request**.

What is Form 1095-C?

Form 1095-C provides information about the health insurance coverage we offered you

What is the Paperwork Burden Reduction Act (PBRA)?

The Paperwork Burden Reduction Act amends the Internal Revenue Code to change how certain health coverage statements (Form 1095-C) are furnished to individuals, in order to eliminate unnecessary costs, and relieve the administrative workload on employers.

How to Request Your Form 1095-C:

If you would like to receive Form 1095-C for the 2025 tax year – You can request the form **AFTER** January 31, 2026, four different ways:

- **By email:** HumanResources@cityofalvarado.org (You must include "1095-C request" in subject line)
- **By phone:** (817) 790-3351 ext. 114
- **By mail:** 104 W. College Ave., Alvarado, Texas, 76009 (You must include "ATTN: Human Resources")
- **In person:** Pickup is available by appointment. Please email or call ahead to schedule a time, as walk-ins cannot be accommodated.

We will provide your Form 1095-C within 30 days of your request.

Sincerely,

Sarah Licitra, Human Resource Manager