

**IMPORTANT HEALTH COVERAGE TAX DOCUMENTS**  
**Notice of Availability of Tax Form 1095**

In accordance with the Paperwork Burden Reduction Act, effective for forms for Tax Year 2025, the University of Saint Francis (SF) will no longer be furnishing IRS Form 1095 automatically to all active employees unless required by state law. Instead, forms will be provided upon request.

If you want to obtain your Form 1095, you may do so by logging into your benefits portal at <https://app.unifyhr.com/> and selecting the option to submit a request for a copy of your form.

You may alternatively request your form by writing to WEX ACA 1095, P.O. Box 2310, Fargo, ND 58108-2310. To request your 1095 form in writing, please complete this **1095 Form Request Template** and mail it to the PO Box provided in this notice. If you have questions or need assistance logging into your portal or requesting your form, please call SF Human Resources at 260-399-7700 or email [ACA1095Request@wexinc.com](mailto:ACA1095Request@wexinc.com). Forms will be available within 30 days after a request is received.

Employees living in a state where state law requires forms to be furnished will continue to receive a form automatically, and forms will be sent in accordance with the applicable state's requirements.