



# REQUEST FOR 1095 – C FORM Document

*Preparing people to lead extraordinary lives*

Employee Full Name \_\_\_\_\_ Last 4 digits of SSN \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

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## Re-issue my 1095-C Form document for the tax year(s) ending:

2015    2016    2017

## Delivery option:

## Reason for request:

If other, please explain below:

\_\_\_\_\_  
Signature Date of Request

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Submit completed form electronically **or** Deliver/Mail to:

Loyola University Chicago  
ATTN: Human Resources  
Lewis Towers - Suite 820  
820 N. Michigan Ave Chicago, IL 60611

*Note: After receipt of your request, please allow 5-7 working days for processing. In addition, 1095-C Form documents not picked up within 1 month will be destroyed.*

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### FOR HUMAN RESOURCES DEPT USE ONLY

Employee ID # \_\_\_\_\_

Date 1095-C Forms Re-issued: \_\_\_\_\_ Processed By: \_\_\_\_\_