



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 _____

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

2016 2017 2018

Delivery option:

Reason for request:

If other, please explain below:

Signature Date of Request

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.

FOR HUMAN RESOURCES DEPT USE ONLY

Employee ID # _____

Date 1095-C Forms Re-issued: _____ Processed By: _____