

## IMPORTANT HEALTH COVERAGE TAX DOCUMENTS

### Electronic Delivery of Form 1095-C

We are providing this notice to alert you of an important change regarding the distribution of Form 1095-C. City of Staunton is no longer required to automatically mail the Form 1095 to individuals.

The forms will be available for current employees electronically by March 2, 2026, on the Employee Self Service website: <https://services.ci.staunton.va.us/ess/login.aspx>

Instructions for accessing the Employee Self Service website can be found here: <https://www.ci.staunton.va.us/home/showdocument?id=13571&t=639071815804016102>

### Request for Paper Copy

If you would like to receive a paper copy of Form 1095-C, you can request the form through one of the following methods:

- Email: [fitzgeraldcb@ci.staunton.va.us](mailto:fitzgeraldcb@ci.staunton.va.us)

- Phone: 540-332-3803

- Mailed Request:

City of Staunton  
Attn: Cindy Fitzgerald  
Finance Department  
116 W. Beverley St.  
Staunton, VA 24401