

To: Montgomery College Employees

From: Dr. Sophia Mason, Director of HRSTM Business Services
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Office of Human Resources and Strategic Talent Management (HRSTM)

Date: March 4, 2026

Subject: **2025 1095-C Tax Forms – Now Available**

1095-C Forms for 2025

The 1095-C tax forms for 2025 are now available in [Workday](#) for immediate viewing and printing. Employees who did not elect electronic delivery only also received paper copies, which were sent via U.S. mail on or around March 3, 2026.

General Instructions Regarding 1095-C Forms

Employers with 50 or more full-time employees (including full-time equivalent employees) in the previous year use Forms 1094-C and 1095-C to report required information about offers of health coverage and enrollment in health coverage for their employees to the IRS. Form 1095-C is used to report information about each employee to the IRS and to the employee. Form 1095-C is also used in determining the eligibility of employees for the premium tax credit.

- Page 1 includes the details of your coverage for 2025.
- Page 2 provides instructions and specific definitions of the applicable employer coverage codes.
- Page 3 includes all covered individuals.
- Page 4 provides additional instructions.

Instructions to View/Print Form 1095-C in [Workday](#)

- Once logged in, go to the **Menu (3-line icon)**.
- Open the [Benefits and Pay app](#).
- Under **Benefits** on the left, click on **ACA Forms**.
- Click on **View/Print (listed on the right)** to open the document for **2025 (listed on the left)**.
- Once the document opens, you can **Download (down arrow icon)** or **Print (printer icon)** in the upper right corner.
- Click the white back arrow in the black document file header to return to your [Workday](#) account.

Employees do not need to take action or need to file this form with the tax return, but employees should retain a copy in case a tax preparer or the IRS asks to see it.

If you have any general questions about your 1095-C, please contact the [HRSTM Benefits team](#).