

Office of State Uniform Payroll
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

January 22, 2016

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2016-39

TO: LaGov HCM Paid Agency Human Resources
and Employee Administration Staff

FROM: Andrea P. Hubbard
Director

SUBJECT: IMPORTANT - Affordable Care Act (ACA) Update

Agencies were advised during LaGov HCM Paid Agency Training that the new Internal Revenue Service (IRS) Form 1095-C required by the Affordable Care Act (ACA) will be mailed to employees by January 31, 2016. Agencies were instructed in OSUP Memorandum [#2016-30](#) to provide notification of this new form to their employees by December 31, 2015.

In late December, the IRS in [Notice 2016-4](#) extended the requirement to furnish Form 1095-C (and other forms) to employees/covered individuals from January 31, 2016 to March 31, 2016. **Please advise employees that it is the intent of OSUP to mail these forms as soon as possible, but no later than March 31, 2016.** This information will also be communicated to employees with a message on the LEO home page. In regards to this extension, the IRS has provided the following guidance to taxpayers:

Must I wait to file until I receive these forms?

Some taxpayers may not receive a Form 1095-B or Form 1095-C by the time they are ready to file their 2015 tax return. While the information on these forms may assist in preparing a return, they are not required. Individual taxpayers will generally not be affected by this extension and should file their returns as they normally would.

Like last year, taxpayers can prepare and file their returns using other information about their health insurance. You should not attach any of these forms to your tax return.

Effective February 1, 2016, OSUP will have a dedicated ACA telephone number, (225) 219-9434, for employees. This number will have a pre-recorded message for employees and give them the option to leave a voice message. OSUP is also in the process of developing an ACA [webpage](#) for state employees.

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Information on the new IRS form, the IRS extension, the ACA dedicated telephone number, and a document containing the employee share of the lowest cost self-only premiums can be found on this webpage.

Employee questions should be directed to the agency's human resources office or to the ACA dedicated telephone number once it is operational. Agency questions concerning ACA and/or the IRS form should be directed to the OSUP Benefits and Financial Administration Unit at _DOA-OSUP-BFA@LA.GOV or (225):

Kenya Warren	342-5357	Desiree Jefferson	342-5377
Jessamy Charette	342-5344	Brandy Boyd	342-5354
Jodi Bullock	342-5345		

APH:LMG/mfr