

Office of State Uniform Payroll  
State of Louisiana  
Division of Administration

JOHN BEL EDWARDS  
GOVERNOR



JAY DARDENNE  
COMMISSIONER OF ADMINISTRATION

February 04, 2020

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2020-41

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

FROM: Andrea P. Hubbard  
Director

SUBJECT: Release of Affordable Care Act (ACA) Forms 1095-C

The 2019 1095-C Forms (Employer-Provided Health Insurance Offer and Coverage) have been mailed. Forms were mailed to active employees using the LaGov HCM mailing address, or permanent address if no mailing address exists. For inactive employees (retirees, survivors, and COBRA participants), forms were mailed using the address provided by the Office of Group Benefits.

Duplicate Forms 1095-C may be requested beginning February 14, 2020. This will allow time for forms returned to OSUP to be forwarded to the correct address. Agencies should not accept requests for duplicate forms prior to February 14, 2020. Once printed, the reissued forms will be mailed directly to the employee. Forms cannot be emailed. Please use the [OSUP Request for Duplicate IRS Tax Form \(W2, 1099, 1095-C\) form \(OSUP/F37\)](#) when requesting duplicates. Refer to the [Request a Duplicate IRS Tax Form](#) procedure on the [OSUP Procedures](#) page for form instructions. These requests can be faxed to the OSUP Benefits and Financial Administration (BFA) Unit at (225) 342-1650. Initially, duplicate forms will be printed on a weekly basis; however, as the requests increase, OSUP will analyze and adjust the reprint schedule as necessary. Agencies should keep a copy of the Request for Duplicate form in the employee's personnel file. Agencies will not be notified when duplicates are mailed. Agencies may assist inactive employees in requesting a duplicate Form 1095-C or they may direct inactive employees to the OSUP Employee ACA Webpage ([http://www.doa.la.gov/Pages/osup/ACA\\_Employees.aspx](http://www.doa.la.gov/Pages/osup/ACA_Employees.aspx)) for instructions on requesting a duplicate Form 1095-C.

Employees should not contact OSUP BFA Unit members directly. Employee and retiree questions should be directed to the agency's human resources office or to the ACA

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2020-41

February 04, 2020

Page 2

dedicated telephone number. The ACA webpage for state employees has been updated in addition to the pre-recorded message on the ACA telephone line (225-219-9434). Information will also be added to the LEO home page.

Agency questions concerning ACA and/or the IRS form should be directed to the OSUP BFA Unit at [\\_DOA-OSUP-BFA@LA.GOV](mailto:_DOA-OSUP-BFA@LA.GOV) or (225):

Shaneen Watson	342-5345	Shanna Batiste	342-5344
Kenya Warren	342-5357	Jodi Bullock	342-5377

APH:SW/JAW