

STATE CONTROLLER'S OFFICE
PERSONNEL AND PAYROLL SERVICES DIVISION
P.O. BOX 942850
SACRAMENTO, CA 94250-5878

DATE: January 25, 2018

PERSONNEL LETTER #18-005

TO: All Agencies/Campuses in the Uniform State Payroll System

FROM: Marissa Revelino, Chief
Personnel and Payroll Services Division

RE: AFFORDABLE CARE ACT (ACA) 2017 1095-C INFORMATION

To be compliant with the Internal Revenue Service's mandated ACA employer shared responsibility provisions, the State Controller's Office (SCO) must furnish ACA-related information to individuals using Form 1095-C, Employer-Provided Health Insurance Offer and Coverage.

2017 FORM 1095-C DISTRIBUTION

The SCO has begun the distribution of the 2017 Forms 1095-C to Civil Service and California State University employees. The SCO will mail all 1095-Cs no later than March 2, 2018 to employees at the address listed in the Employment History database as of December 29, 2017.

- The SCO will pre-print the SCO address as the return address for all 1095-Cs.
- Undeliverable 1095-Cs returned to the SCO will be forwarded to the agency or campus.
- Human Resources (HR) staff are responsible for forwarding 1095-Cs returned by the SCO to the employee. HR staff should ensure that each employee's most current postal address is on file by having the employee submit a corrected Employee Action Request (Form STD. 686) or CSU Student Payroll Action Request (Form STD. 457).

The SCO will issue a communication upon the completion of 1095-C distribution. That same communication will also provide information on the availability of the ViewDirect report that provides HR personnel with a listing of all employees who were mailed a 1095-C.

1095-C Billing

The SCO will charge agencies and campuses a service fee of \$0.63 for each 1095-C mailed to offset the SCO postage/handling costs. The SCO will provide an invoice for these services to agencies and departments in the spring of 2018.

For questions regarding 1095-C distribution, mailing/printing costs, replacement, or any other inquiries related to ACAS, contact ACA Online Support via phone at (916) 322-3770 or by emailing acasupport@sco.ca.gov.

MR:KR:SH:ACAS