

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

DATE: April 4, 2018

PERSONNEL LETTER #18-008

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

FROM: Marissa Revelino, Chief
Personnel and Payroll Services Division

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

Under the Affordable Care Act (ACA), the State of California is required to furnish a statement to federally qualified full time employees with information regarding the health coverage that was offered, if any, to the employee and their dependents, using IRS Form 1095-C, Employer-Provided Health Insurance Offer and Coverage. Any employee who was appointed to a time-base of 3/4 or more for at least one month during 2017, and those who were appointed to an intermittent time base that averaged 130 or more hours of service during a 6-month measurement period have been issued a 1095-C.

2017 FORM 1095-C DISTRIBUTION

The State Controller's Office (SCO) has completed the distribution of the 2017 1095-C forms. The 1095-Cs have been mailed to the employee's address listed in the Employment History database as of December 29, 2017. The SCO has provided a report of all employees who were mailed a 1095-C on ViewDirect. Refer to the ViewDirect Manual for access procedures.

- a. Report ID: PDA1782
- b. Report Name: ACA 1095-C Issued

The SCO has pre-printed 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).

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 campuses in the spring of 2018.

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

PURPOSE OF THE FORM 1095-C

1095-Cs are for informational purposes only and are not required to file taxes to the IRS. Employees may use Form 1095-B from their health coverage provider, if applicable, to substantiate individuals (including dependents) who were enrolled in minimum essential coverage for at least one day during the preceding calendar year.

Employees may need the information provided on Form 1095-C to assist the IRS in determining eligibility for a premium tax credit for purchasing individual health coverage through Covered California. The IRS will use information reported on the form to determine if the state is complying with the ACA's employer mandate or subject to a penalty.

REQUESTS FOR DUPLICATE 1095-Cs

Confirm that the employee is listed on ViewDirect report PDA1782 "ACA 1095-C Issued" prior to requesting a duplicate 1095-C. Do not request a duplicate 1095-C for an employee who is not listed on the report.

There is currently no charge for duplicate 1095-Cs. To request a duplicate 1095-C:

1. Verify that the employee was issued a 1095-C by reviewing report PDA1782, "ACA 1095-C Issued" on ViewDirect.
2. If the employee was issued a 1095-C, request a duplicate from ACA Online Support at (916) 322-3770 or via email at acasupport@sco.ca.gov. Include the employee's full name and the last four digits of their Social Security Number in the request.

Duplicate 1095-Cs will be mailed directly to the address listed in the Employment History database as of December 29, 2017.

MR:MV:SH:ACA