

State of Louisiana
Office of State Uniform Payroll

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OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2026-41

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

FROM: Andrea P. Hubbard
Director

SUBJECT: Availability of 2025 Affordable Care Act Forms 1095-C

The 2025 Forms 1095-C (Employer-Provided Health Insurance Offer and Coverage) are now available. As previously communicated in OSUP Memoranda [2026-10](#) and [2026-28](#), OSUP has discontinued the printing and mailing of these forms. If needed, they may be accessed as follows:

- **Active Employees:** Forms are available in LEO for viewing and printing. Employees who are unable to print their form should contact their agency's Human Resources office for assistance. Agency HR staff may access the forms using the new transaction - 1095-C Form Builder (ZP394). Refer to [online help](#) for detailed report instructions.
- **Inactive Employees (separated employees, retirees, survivors, and COBRA participants):** Forms will only be provided upon request. Agency HR staff can access some of these forms through the new transaction - 1095-C Form Builder (ZP394).
- If a form cannot be accessed through LEO or via the 1095-C Form Builder (ZP394), agency HR staff and inactive employees may request the form by using the contact information provided on the [OSUP ACA Information for Employees](#) page of the [OSUP Website](#).

Direct employee and retiree questions to the agency's HR office or to the ACA dedicated telephone number, 225.219.9434. Direct agency questions regarding ACA requirements and/or IRS Form 1095-C to a member of the [OSUP Benefits and Financial Administration Unit](#). Contact information is available on the [staff directory page](#). Direct questions related to transaction ZP394 to the [LaGov HCM Help Desk](#).