

Office of State Uniform Payroll
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

December 22, 2021

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2022-29

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

FROM: Andrea P. Hubbard
Director

SUBJECT: Update to OSUP Memorandum [#2022-24](#)
2021 Affordable Care Act Reporting Deadline Extended

Agencies were advised in OSUP Memorandum [#2022-24](#) that all Forms 1095-C would be mailed to employees by the IRS deadline of Jan. 31, 2022. The IRS has since notified employers that an automatic extension of time, not to exceed 30 days, has been granted to furnish Forms 1095-C to employees/covered individuals. Please advise employees that it is the intent of OSUP to mail these forms as soon as possible, but no later than March 2, 2022.

Also in OSUP Memorandum [#2022-24](#), agencies were advised that IT9004 would be locked at the close of business Dec. 31, 2021. Please make sure that all updates are completed by close of business Jan. 28, 2022.

Employee questions should be directed to the agency's human resources office or to OSUP's dedicated ACA telephone number, 225.219.9434. This number will have a pre-recorded message for employees and give them the option to leave a voice message. Employees can also visit OSUP's [ACA webpage](#) for state employees. Direct agency questions concerning ACA and/or the IRS form to the OSUP Benefits and Financial Administration Unit at _DOA-OSUP-BFA@LA.GOV or (225):

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