

Office of State Uniform Payroll
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

December 13, 2018

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2019-29

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

FROM: Andrea P. Hubbard
Director

SUBJECT: Update to OSUP Memorandum #2019-24
2018 Affordable Care Act (ACA) Reporting Deadline Extended

Agencies were advised in OSUP Memorandum #2019-24 that all Forms 1095-C would be mailed to employees by the IRS deadline of January 31, 2019. In late November, [IRS Notice 2018-94](#) notified employers that the requirement to furnish Form 1095-C to employees/covered individuals has been extended to March 4, 2019. Please advise employees that it is the intent of OSUP to mail these forms as soon as possible, but no later than March 4, 2019.

Also in OSUP Memorandum #2019-24, agencies were advised that they would be locked out of IT9004 at the close of business December 31, 2018. This deadline has been extended to January 11, 2019 to give agencies and OSUP more time to audit IT9004 records. Please make sure that all updates are completed by close of business January 11, 2019.

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

Shaneen Watson	342-5345	Shanna Batiste	342-5344
Kenya Warren	342-5357	Brandy Boyd	342-5354
Jodi Bullock	342-5377		

APH:SW/mgc