

Office of State Uniform Payroll  
State of Louisiana  
Division of Administration

JOHN BEL EDWARDS  
GOVERNOR



JAY DARDENNE  
COMMISSIONER OF ADMINISTRATION

January 5, 2018

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2018-33

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

FROM: Andrea P. Hubbard  
Director

SUBJECT: Update to OSUP Memorandum #2018-20  
2017 Affordable Care Act (ACA) Reporting Deadline Extended

Agencies were advised in OSUP Memorandum [#2018-20](#) that all Forms 1095-C would be mailed to employees by the IRS deadline of January 31, 2018. In late December, [IRS Notice 2018-06](#) notified employers that the requirement to furnish Form 1095-C to employees/covered individuals has been extended to March 2, 2018. Please advise employees that it is the intent of OSUP to mail these forms as soon as possible, but no later than March 2, 2018.

Also in OSUP Memorandum [#2018-20](#), agencies were advised that they would be locked out of IT9004 at the close of business December 31, 2017. This deadline has been extended to January 12, 2018 to give agencies and OSUP more time to audit IT9004 records. Please make sure that all updates are completed by close of business January 12, 2018.

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](mailto:_DOA-OSUP-BFA@LA.GOV) or (225):

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APH:PAR/mgc