

Office of State Uniform Payroll
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

February 27, 2019

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2019-38

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

FROM: Andrea P. Hubbard
Director

SUBJECT: Requesting Duplicate Affordable Care Act (ACA) Forms 1095-C

Duplicate Forms 1095-C can now be requested by completing a [Request for Duplicate IRS Tax form \(OSUP/F037\)](#). Refer to the [Request a Duplicate IRS Tax Form Procedure](#) on the [OSUP Procedures](#) page of the OSUP Website for more information on obtaining a duplicate form. All active and separated employees should contact their agency HR/EA office to request a duplicate form. Retirees may contact OSUP directly to request a form or they can go through their agency HR/EA office.

Employee questions should be directed to the agency's human resources office or to the ACA dedicated telephone number at 225-219-9434. Agency questions concerning ACA and/or the IRS form should be directed to the OSUP Benefits and Financial Administration (BFA) Unit at _DOA-OSUP-BFA@LA.GOV or (225):

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

APH:KW/mgc