

STATE CONTROLLER'S OFFICE
PERSONNEL AND PAYROLL SERVICES DIVISION
P.O. BOX 942850
SACRAMENTO, CA 94250-5878

DATE: January 20, 2017

PERSONNEL LETTER #17-003

TO: All Agencies/Campuses in the Uniform State Payroll System

FROM: Debra Spellman, Chief
Personnel and Payroll Services Division (PPSD)

**RE: DISTRIBUTION AND BILLING OF 2016 FORM 1095-C EMPLOYER-PROVIDED
HEALTH INSURANCE OFFER AND COVERAGE**

The IRS has extended the 2017 due date for employers and coverage providers to furnish The Affordable Care Act (ACA)-related information to individuals. Based on the new date, the State Controller's Office (SCO) will mail your employees' 2016 Form 1095-C no later than March 2, 2017.

VIEWDIRECT - CIVIL SERVICE
CAMPUS INFORMATION RETRIEVAL SYSTEM (CIRS) PROGRAM – CALIFORNIA STATE
UNIVERSITY (CSU)

1. The SCO will provide departments and campuses a View Direct report to assist human resources personnel with answering questions from employees who receive a Form 1095-C. This report will identify employees who were mailed a Form 1095-C. The report will be available no later than March 2, 2017.
2. As soon as the report is available, agencies and campuses can access the report on ViewDirect. Refer to the ViewDirect Manual for access procedures.
 - a. Report ID: PDA1782
 - b. Report Name "ACA 1095-C Issued"
3. The report provides the following information:
 - a. Social Security Number
 - b. Employee name
 - c. Position Status
 - d. Position Number

UNDELIVERABLE FORM 1095-C

The SCO return address will be used for all Form 1095-Cs. The SCO will return all undeliverable Form 1095-Cs to each agency or campus for distribution to employees.

Human resources staff should ensure that each employee's most current postal address is on file. To update an employee postal address, please have the employee submit a corrected Employee Action Request (Form Std. 686) or CSU Student Payroll Action Request (Form Std. 457).

BILLING FOR MAILING OF THE 2016 FORM 1095-C

The SCO will charge departments and campuses \$0.62 per Form 1095-C to defray postage/processing costs. SCO will begin invoicing departments and campuses in spring 2017.

For more information about the Form 1095-C, visit the CalHR web site for [Frequently Asked Questions](#) (FAQ) Regarding Annual Health Care Coverage Statements. Please direct employees to this web page if they have questions or need additional information on the contents of their Form 1095-C.

If you have additional questions related to ACA reporting information or Form 1095-C, please contact ACA Online Support at (916) 322-3770 or by email at acasupport@sco.ca.gov.

DS:AS:SH:ACA