



JAY DARDENNE
LIEUTENANT GOVERNOR

State of Louisiana
OFFICE OF THE LIEUTENANT GOVERNOR
DEPARTMENT OF CULTURE, RECREATION & TOURISM
OFFICE OF MANAGEMENT AND FINANCE

CHARLES R. DAVIS
DEPUTY SECRETARY

DESIRÉE W. HONORÉ
UNDERSECRETARY

HUMAN RESOURCES MEMORANDUM NO. 2015-033

TO: All Employees of the Office of the Lieutenant Governor (OLG) / Department of Culture, Recreation, and Tourism (DCRT)

FROM: Rikki Nicole David, SPHR, IPMA-CP, SHRM-SCP ^(RND)
Human Resources Director

SUBJECT: Important Tax Information – Issuance of Form 1095-C

DATE: December 15, 2015

In accordance with the Affordable Health Care Act (ACA), you will receive a Form 1095-C by the end of January 2016 if you:

- Are a full-time employee (30 hours or more per week on average) who was offered health insurance through the Office of Group Benefits (OGB); and/or
- Were covered by an OGB-sponsored health plan at any time during the 2015 calendar year.

IMPORTANT: If you meet one of the above criteria, you will need the information provided on Form 1095-C to file your 2015 federal income tax return. Therefore, if you have opted to self-view and print your W-2 from the LEO system, which is generally available in early-mid January, you will still be unable to file your tax return until the Form 1095-C is received.

The form will be mailed to the address currently on file in the payroll system. If necessary, you can verify/change your address in the LEO system by navigating to “My Info . Personal Info . Address and Phone.”

Should you have any questions, please contact Ms. Marilyn Joseph at (225) 342-0880 or mjoseph@crt.la.gov.

This memo will be mailed to those employees that do not have email access.

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