



Department of Civil Service

ANDREW M. CUOMO
Governor

October 20, 2015

DEPTID
JOHNNY SAMPLE
26 SAMPLE ADDRESS LANE
SAMPLE, STATE ZIP

RESPONSE NEEDED BY NOVEMBER 30, 2015

Dear Enrollee:

In accordance with the federal Patient Protection and Affordable Care Act (PPACA), the State of New York is required to request the Social Security or Taxpayer Identification numbers for enrollees and dependents participating in the New York State Health Insurance Program (NYSHIP). This information is to be used to confirm to the Internal Revenue Service (IRS) that individuals have minimum essential health insurance coverage as required under PPACA. Those individuals failing to provide health insurance for themselves or their dependents pursuant to PPACA may be required to make a payment to the IRS, commonly known as the “individual mandate.”

Because many individuals have the same name, the combination of the member name and Social Security or Taxpayer Identification number as reported by the State of New York enables the IRS to identify that a particular individual has minimum essential coverage and, thus, is not required to make the “individual mandate” payment. **Individuals have a strong incentive to provide Social Security or Taxpayer Identification numbers, if available, to the Department of Civil Service to establish that they have qualifying health insurance coverage.** Without a Social Security or Taxpayer Identification number, individuals may receive requests from the IRS for additional documentation to verify coverage.

A review of NYSHIP records indicates that the individual(s) named below as covered on your NYSHIP health insurance may have a Social Security or Taxpayer Identification number that is missing or inaccurate. To provide the Social Security or Taxpayer Identification number for the individuals listed below, please complete the information requested below and provide it to your agency’s Health Benefits Administrator (HBA) no later than November 30, 2015.

DEPENDENT NAME(S)	SOCIAL SECURITY NUMBER / TAXPAYER IDENTIFICATION NUMBER
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JUDITH SAMPLE
JUSTIN SAMPLE

We appreciate your assistance. Information regarding these IRS regulations can be found at <https://federalregister.gov/a/2014-05051>.

Sincerely,

David Boland
Director of Employee Benefits

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