



LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

PAYROLL MEMORANDUM

2017.08

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TO: All Employees of Community and Technical Colleges, including Baton Rouge Community College, Bossier Parish Community College, Central Louisiana Technical Community College, Delgado Community College, L. E. Fletcher Technical Community College, Louisiana Delta Community College, Northshore Technical Community College, Northwest Louisiana Technical College, Nunez Community College, River Parishes Community College, South Central Louisiana Technical College, South Louisiana Community College, SOWELA Technical Community College and the LCTCS Office

FROM: Sharon Dunham
LCTCS Payroll, Senior Payroll Manager

DATE: March 27, 2017

RE: Affordable Care Act (ACA) 1095C Forms Release - Covered Individuals

LCTCS payroll has completed printing and mailing the 2016 Forms 1095-C (Employer-Provided Health Insurance Offer and Coverage). Employees who elected to receive their 1095-C form by mail should have received their form by Friday, March 17, 2017. Forms were mailed to active employees using the Banner mailing address, or permanent address if no mailing address exists. For inactive employees (retirees, survivors, and COBRA participants), forms were mailed using the address provided by the Office of Group Benefits.

We have received a few phone calls from employees stating that, *not all* covered individuals are listed on the employees 1095C form. After extensive review, we have discovered that a patch was required to be installed in Banner for printing this 2016 tax form. The result of the patch not being installed is that the last person in the sequence, is dropped off the printed form that was mailed. The interface file submitted to the IRS is accurate and does list all covered individuals. The electronic 1095-C form that is available in LoLA also includes all covered individuals and can be retrieved and printed by active employees at this time.

Ellucian has estimated the patch will be applied within 2 weeks, and payroll will reprint the 1095C forms and mail directly to the inactive (retirees, survivors, and COBRA participants).

Employee questions should be directed to the local human resources office. Human Resources questions in regards to ACA and/or the IRS form should be directed to LCTCS Payroll.