

# THE LOCAL CHOICE E-NEWS

## Department of Human Resource Management State and Local Health Benefits Programs

January 26, 2018

### Mailing of IRS 1095 Forms to Health Plan Participants

IRS 1095 forms for 2017 required under the Affordable Care Act (ACA) will be mailed to health plan participants by January 31, 2018. If you are notified by an employee that their 1095 form is not received by the middle of February, please contact [tlc@dhrm.virginia.gov](mailto:tlc@dhrm.virginia.gov) for a duplicate form.

The U.S. Postal Service will send returned 1095 forms to the mailing house for the Department of Human Resource Management (DHRM) Office of Health Benefits, and they will be forwarded to the appropriate group Benefits Administrator. It is the responsibility of the Benefits Administrator to forward the returned forms to the intended recipient whenever possible.

Returned 1095 forms that cannot be forwarded should be sent unopened to DHRM at the Office of Health Benefits, 101 N. 14<sup>th</sup> Street, 13<sup>th</sup> Floor, Richmond, VA 23219. Forms sent to DHRM should be packaged securely to ensure confidentiality of HIPAA-protected information.

The BES-ACA-Reconciliation Report-nnnnn-01232018.csv is now in your HuRMan folder. It reflects changes submitted in December and printed on the 1095s. If a correction is required, please contact [tlc@dhrm.virginia.gov](mailto:tlc@dhrm.virginia.gov) immediately.

Please do not reply to this e-mail. You may send inquiries to the TLC mailbox at [tlc@dhrm.virginia.gov](mailto:tlc@dhrm.virginia.gov).