

Affordable Care Act (ACA) Tax Forms 2015

Revised Version – 2/9/2016

ACA –City of Boston 1095-Cs: Mailed by March 31, 2016

Element	Delivery	Key Messages	When
Letter to Leadership & Talking Points <ul style="list-style-type: none"> • PEC • Managers/Supervisors • Personnel Officers • Union leaders 	Email	<ul style="list-style-type: none"> • Announce new IRS Tax forms • Provide brief overview and key information to share with employees/retirees • Provide resources to find more information (effective date of website availability) 	Week of Feb 29
ACA Tax Forms Announcement <ul style="list-style-type: none"> • Employees • Retirees 	Postcard Email HUB Internet	<ul style="list-style-type: none"> • Announce new IRS Tax Forms • Where to find more information • Actions to take when filing taxes 	Week of Feb 29
General ACA IRS Tax Form Information <ul style="list-style-type: none"> • Website • Dedicated Email Address • Flyers • Newsletter content • Email content 	Email Print & Mail HUB Internet	<ul style="list-style-type: none"> • Overview and information about new tax forms • Key #s to call for more information • Dedicated email address for questions • FAQs • Samples of forms and how to read them 	Week of Feb 29
Information Meeting(s) <ul style="list-style-type: none"> • HR Personnel 	Email Google Docs HUB	<ul style="list-style-type: none"> • Explanation of new IRS Tax Forms • Describe actions to take when filing taxes • Provide resources for more information • Answer questions 	HR Forum: 1/28 - COMPLETED Follow-up HR Info Session: TBD