# Affordable Care Act (ACA) Tax Forms 2015

**Revised Version – 2/9/2016**

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

<table>
<thead>
<tr>
<th>Element</th>
<th>Delivery</th>
<th>Key Messages</th>
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| Letter to Leadership & Talking Points | Email | • 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 | Postcard  
Email  
HUB  
Internet | • 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 | Email  
Print & Mail  
HUB  
Internet | • 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) | Email  
Google Docs  
HUB | • 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 |