

# Affordable Care Act (ACA) Tax Forms 2015

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ACA –City of Boston 1095-Cs: Mailed on February 1, 2016

Element	Delivery	Key Messages	When
<b>Letter to Leadership &amp; Talking Points</b> <ul style="list-style-type: none"> <li>• PEC</li> <li>• Managers/Supervisors</li> <li>• Personnel Officers</li> <li>• Union leaders</li> </ul>	Email	<ul style="list-style-type: none"> <li>• Announce new IRS Tax forms</li> <li>• Provide brief overview and key information to share with employees/retirees</li> <li>• Provide resources to find more information (effective date of website availability)</li> </ul>	Week of January 12
<b>ACA Tax Forms Announcement</b> <ul style="list-style-type: none"> <li>• Employees</li> <li>• Retirees</li> </ul>	Postcard Email HUB Internet	<ul style="list-style-type: none"> <li>• Announce new IRS Tax Forms</li> <li>• Where to find more information</li> <li>• Actions to take when filing taxes</li> </ul>	Week of January 25
<b>General ACA IRS Tax Form Information</b> <ul style="list-style-type: none"> <li>• Website</li> <li>• Dedicated Email Address</li> <li>• Flyers</li> <li>• Newsletter content</li> <li>• Email content</li> </ul>	Email Print & Mail HUB Internet	<ul style="list-style-type: none"> <li>• Overview and information about new tax forms</li> <li>• Key #s to call for more information</li> <li>• Dedicated email address for questions</li> <li>• FAQs</li> <li>• Samples of forms and how to read them</li> </ul>	Week of January 25
<b>Information Meeting(s)</b> <ul style="list-style-type: none"> <li>• HR Personnel</li> </ul>	Email Google Docs HUB	<ul style="list-style-type: none"> <li>• Explanation of new IRS Tax Forms</li> <li>• Describe actions to take when filing taxes</li> <li>• Provide resources for more information</li> <li>• Answer questions</li> </ul>	HR Forum: 1/28  Follow-up HR Info Session: 2/25