# Affordable Care Act (ACA) Tax Forms 2015

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

<table>
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<tr>
<th>Element</th>
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| **Letter to Leadership & Talking Points**  
- PEC  
- Managers/Supervisors  
- Personnel Officers  
- Union leaders | 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 January 12 |
| **ACA Tax Forms Announcement**  
- Employees  
- Retirees | Postcard Email HUB Internet | • Announce new IRS Tax Forms  
• Where to find more information  
• Actions to take when filing taxes | Week of January 25 |
| **General ACA IRS Tax Form Information**  
- Website  
- Dedicated Email Address  
- Flyers  
- Newsletter content  
- Email content | 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 January 25 |
| **Information Meeting(s)**  
- HR Personnel | 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  
Follow-up HR Info Session: 2/25 |