

### **Timely Notice to Employees**

Regarding ACA 1095 forms: we are using the same distribution and mailing service that provided the W2s as it is linked to our Accounting/Payroll software. We understand there were delays in receiving that information. We want to be proactive in our communication efforts on the status of this form.

*We are mailing it to you and the expected turnaround is 5-7 days.* But, that is not what we experienced with our W2 mailing. If staff need their ACA form sooner please reach out to us.

However, we have just received the following notification regarding ACA reporting.

Applicable Large Employers (ALEs) with 50+ full-time equivalent employees are responsible for ACA reporting, including providing Forms 1095-B or 1095-C to employees. Historically, these forms were required to be mailed to all eligible employees. However, under the Paperwork Burden Reduction Act, the IRS now allows employers to provide these forms only upon request—but **only if** a "conspicuous notice" is posted on your company portal or website by **March 3, 2025** (for the 2024 plan year).

To comply with this new requirement, your notice must include:

- A statement informing employees they may request a copy of their 1095 form: **Yes, you may request the 1095.**
- An email address for submitting requests: **please contact Sean Rausch. S.Rausch@CapeCodCollaborative.org**
- A physical address where requests can be mailed: **418 Bumps River Road, Osterville MA. 02655**
- A phone number employees can call for assistance: **508-420-6950 ext.1121**

If this notice is **not** posted by March 3, 2025, employers must revert to mailing Forms 1095-B or 1095-C to all eligible individuals by the same deadline.