



October 4, 2016

Dear Employee,

The Patient Protection and Affordable Care Act (ACA) was enacted into law on March 23, 2010. The ACA contains multiple provisions that take effect over several years. This letter is to inform you of information we need in order to comply with the ACA Reporting Requirements.

The ACA Reporting Requirements became effective on January 1, 2016 for calendar year 2015. The state must report annually to the IRS on Form 1095-C Part III information on participants enrolled in the State of DE Group Health Insurance Program (GHIP). This information includes both employees and dependents (spouses and children).

You are receiving this letter because the state does not have a valid social security number for your dependent(s) currently enrolled in the State GHIP. Failure to provide the State with a valid SSN for yourself and your dependent(s) may subject you to a \$50 penalty by the IRS under Section 6723 of the Internal Revenue Code.

- Option 1- Complete the enclosed W-9 form noting your SSN and any covered dependent(s) and return it to SBO in the enclosed return envelope.
- Option 2- Contact your Human Resource/Benefit Representative in your agency/school for information on your dependent's missing social security number and provide them with this information at your earliest convenience.

We have enclosed a return envelope for you to use to provide the required SSN information.

If you have any questions, please call the Statewide Benefits Office at 1-800-489-8933 or visit our website at <http://ben.omb.delaware.gov/health-notices/index.shtml>.

Sincerely,

A handwritten signature in black ink, appearing to read 'Brenda L. Lakeman', with a stylized flourish at the end.

Brenda L. Lakeman
Director, Human Resource Management and Benefits