

## IMPORTANT – ACTIONS REQUIRED

### Distribute 2020 Employee 1095-C Forms

An online copy can be downloaded via MyPayCenter and the Employee Self Service Portal. Deluxe will not be sending the employee 1095C copies for 2020. The employer will need to print them and distribute as requested.

### File 1094-C and 1095-C Forms for 2020

Also included in this package are your 1094-C and 1095-C filing copies. Please follow the filing instructions below to file these forms with the IRS by February 28, 2021.

#### › Prepare the package to send:

- a) **Forms must be sent by First Class Mail- do not fold forms being mailed**
- b) The form 1094-C should be the first few pages in the package
- c) While the IRS allows splitting across multiple packages for large companies, we recommend sending only one package per 1094-C (with associated 1095-Cs)
- d) You can choose to print your own reference copy before mailing the IRS copies
- e) If your company splits your payroll between executive (confidential) and other employees, you will need to make sure you send the 1094-C with the combined total reported, 1095-C employee statements and line 19 is marked with an "X".

#### › Send the package:

- a) If your principal business location is in **Alaska, California, Colorado, District of Columbia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Maryland, Michigan, Minnesota, Missouri, Montana, Nebraska, Nevada, North Dakota, Oklahoma, Oregon, South Carolina, South Dakota, Tennessee, Utah, Washington, Wisconsin, Wyoming**, then send the package to:

Department of the Treasury  
Internal Revenue Service Center  
P.O. Box 219256  
Kansas City, MO 64121-9256

- b) If your principal business location is in **Alabama, Arizona, Arkansas, Connecticut, Delaware, Florida, Georgia, Kentucky, Louisiana, Maine, Massachusetts, Mississippi, New Hampshire, New Jersey, New Mexico, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, Texas, Vermont, Virginia, West Virginia**, then send the package to:

Department of the Treasury  
Internal Revenue Service  
Austin, TX 73301

**Shipping and mailing.** If you are filing on paper, send the forms to the IRS in a flat mailing (not folded), and do not paperclip or staple the forms together. If you are sending many forms, you may send them in conveniently sized packages. On each package, write your name, number the packages consecutively, and place Form 1094-C in package number one. Postal regulations require forms and packages to be sent by First-Class Mail. Returns filed with the IRS must be printed in landscape format.

**Keeping copies.** Generally, keep copies of returns you filed with the IRS or have the ability to reconstruct the data for at least 3 years from the due date of the returns.