

Form 1095-B Cover Letter Guidelines for Medicaid and CHIP Agencies

Below are suggested guidelines for state Medicaid and CHIP agencies that want to develop a cover letter to accompany Forms 1095-B sent to covered individuals. Including a cover letter is optional for each state; it is not required by the IRS. If a state Medicaid or CHIP agency chooses to develop a cover letter, the IRS suggests that the cover letter address the following questions:

What is this form?

- Form 1095-B is a tax document that includes information about the health coverage provided for one or more months during the year to you, your spouse, and individuals you can claim as dependents.
- This form relates only to coverage provided by state Medicaid and CHIP agencies. In addition to this form, you may receive additional Forms 1095-B and other health care tax documents such as Form 1095-A and Form 1095-C.
- For more information about Form 1095-B, and other health care tax documents, please visit IRS.gov/aca.

Why am I receiving this form?

- The health care law requires health coverage providers, including state Medicaid and CHIP agencies, to provide these documents to the IRS and covered individuals.
- You, your spouse, and/or one or more of your dependents were enrolled in Medicaid or CHIP for at least part of one month of the previous calendar year.
- Even if you were not enrolled in Medicaid or CHIP, you may be a taxpayer claiming a personal exemption for one or more covered individuals.

What do I do with this form?

- This document provides information to verify the coverage provided by Medicaid or CHIP.
- Receipt of this form does not create a federal tax return filing requirement with the IRS. Please check IRS.gov and the Form 1040 instructions to determine *<insert details>* if you have a federal income tax return filing requirement.
- Keep Form 1095-B with your records. You do not need to attach the form to your income tax return.

Additional Information

- Filing electronically is the easiest way to file a complete and accurate tax return as the software guides you through the filing process. Electronic filing options include: [free Volunteer Assistance](#), [IRS Free File](#), [commercial software](#), and [professional assistance](#).
- For more information about your coverage or if you think the information on this form is incorrect, please visit [state website] or call [state customer service number].