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Essential 2023 tax forms to be sent over the coming months [1]



December 19, 2023 by Employee Services [2]

By Jan. 31, all 2023 W-2s will be sent to the mailing address employees had on file in the employee portal as of Dec. 15, and the 1095-C will be mailed by March 2 to employees eligible for 2023 health benefits. Both forms will be available in the portal shortly after they are released.

Note: If an employee didn't receive their W-2 in the mail, please direct them to the Tax Forms webpage on the Payroll section of the Employee Services website [3] to see what to do learn how to obtain a copy. This page will be published prior to the release of W-2s in January.

Access the W-2 electronically

1. Log into the **employee portal** [4].
2. Select the **CU Resources** tab (CU System employees can skip this step).
3. Open the **CU Resources Home** dropdown menu at the top, left of the page and select **My Info and Pay**.
4. Choose the **W-2** tile. Employees will be prompted to verify their identity [5] before they can access this information.

Accessing in the ADP Portal

You must enter your zip code of your mailing address as of Dec. 15, 2023 to register on the ADP website. Instructions will be available on the Employee Services website in January.

What if employees see two W-2s in their portal?

Employees with two W-2s may have earnings as a CU and CUR employee or may have worked from two different states or localities during the year. Both W-2s must be submitted when filing your 2023 tax return.

About Form 1095-C

Form 1095-C is sent annually, providing employees with information regarding employer-provided insurance coverage. The form indicates which months during the year the

employee/dependents were eligible for health care coverage and the employee required contribution for the elected coverage.

When completing their federal tax return, employees will need to indicate whether they had qualifying health coverage for all of 2023 or whether they qualified for a health coverage exemption. Per the IRS, employees are not required to submit this form with their 2023 tax filing. However, they should keep this form with tax records.

If questions arise, employees should consult a qualified tax advisor.

Accessing Form 1095-C electronically

1. Log into the **employee portal** [4].
2. Open the **CU Resources Home** dropdown menu at the top, left of the page.
3. Click the **Benefits and Wellness** tile.
4. Choose the **Benefits Notices** tile and click the **View Form 1095-C** tile.

International employees

Nonresident alien taxpayers whose wages are eligible for a tax treaty exemption, or who are recipients of non-qualified scholarship, will be issued a 1042-S form. The IRS requires 1042-S forms to be mailed no later than March 15 annually, but Employee Services strives to mail forms well in advance of that deadline allowing taxpayers more time to complete their personal tax returns.

Individuals with tax treaty exempt income or with taxable scholarship should wait to receive Form 1042-S before filing personal income tax returns to avoid the need to amend incomplete returns. In some cases, non-resident employees may receive Form W-2 as well, if receiving taxable wages. Employees and scholarship recipients who expect but have not received their form by the third week of February should request a reissued 1042-S Form [6] from Employee Services.

taxes [7], w-2 [8], 1095-C [9], 1042-S [10]
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