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Essential 2024 tax forms to be sent over the coming months [1]



December 19, 2024 by Employee Services [2]

By Jan. 31, all 2024 W-2s will be sent to the mailing address employees had on file in the employee portal as of Dec. 15, and available in the employee portal shortly afterward. Form 1095-C will be available in the portal by March 3 for employees eligible for 2024 health benefits.

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 learn how to obtain a copy.

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, 2024 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 employee and CU retiree or may have worked from two different states or localities during the year. Both W-2s must be submitted when filing their 2024 tax return.

About Form 1095-C

Form 1095-C provides employees with information regarding employer-provided insurance

coverage. The form indicates which months the employee/dependents were eligible for health care coverage and the employee required contribution for the elected coverage.

1095-C forms for the 2024 tax year will be available in the employee portal by March 3.

When completing your federal tax return, you will need to indicate whether you had qualifying health coverage for all of 2024 or whether you qualified for a health coverage exemption. Per the IRS, employees are not required to submit this form with their 2024 tax filing. However, you should keep this form with tax records.

If questions arise, please consult a qualified tax advisor.

How to access 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 or otherwise available no later than March 15 annually.

Tax year 2024 1042-S forms for employees and students will be available electronically, in Sprintax Calculus, for the first time this year eliminating delivery errors and wait times for these critical reporting forms. Paper forms will be mailed only to individuals who have not provided consent to receive their 1042-S form electronically through Calculus. Please watch for email in February from CUintltax-noreply@sprintax.com [6] with notification that 1042-S forms are available.

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, nonresident employees may receive Form W-2 as well, if receiving taxable wages. Employees and scholarship recipients who expect, but have not received, a paper form by the March 15 should request a reissued 1042-S Form [7] from Employee Services.

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