

Get on the IRS' good side: Verify or update your address for tax mailings ^[1]

November 25, 2014 by [\(not verified\)](#) ^[2]

CU is launching a campaign to eliminate bad mailing addresses and, in turn, ensure all employees receive their W-2 forms with ample time to file their taxes. All you and your employees will need to do is log in to the employee portal, and confirm or update the addresses within the "Employee Profile" section.

Soon, when you log in to the portal, a pop-up message will show the address on file for you. Either check the box to confirm that it's correct, or select "Update my information" to make changes. By following these steps, you'll not only help CU clean up its data, but you'll be an excellent resource to employees in your department having trouble verifying their addresses.

To ensure we can process and send W-2 forms to the correct addresses on time, all address changes must be submitted into the system by 5 p.m., Monday, Jan. 5, 2015.

While this campaign focuses on getting accurate data for tax season mailings, Employee Services hopes all employees—even those who will not receive 2014 W-2 forms—will update their profiles so they never miss out on pay, benefits or programming mailings.

Employee Services will mail 2015 W-2 forms to employees by Jan. 31, 2015. For more tax-related information, including deadlines and 2015 tax rates, view [the Year-End Reminders Web page](#) ^[3].

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