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Check your mailbox: W-2s on the way, Form 1095-C to be sent by March 4 [1]

January 17, 2019 by Employee Services [2]

All 2018 W-2s have been sent to employees' mailing addresses on file in the employee portal. The 2018 Form 1095-C will be mailed by **March 4** to employees who were eligible for health benefits last year. **Note:** If you signed up to receive Form 1095-C through Digital Delivery [3] before Feb. 15, you will not receive a hard copy in the mail. A copy will be mailed to you if you opted in after this date.

If you didn't receive your W-2 in the mail, click here [4] to find out what to do.

Access your W-2 electronically

Your W-2 can be quickly accessed in the portal after **Jan. 31** by following these steps:

1. Log into your employee portal [5].
2. Click on the **CU Resources Home** dropdown menu at the top, center of the page.
3. Choose the **W-2** tile. You'll be prompted to verify your identity [6] before you can access this information.

If you see two W-2s (CU and CUR), we recommend you submit the ADP W-2 with your tax filing. This W-2 is a combination of CU and CUR wage and tax information.

Submitting multiple W-2s from the same company or with the same EIN may cause confusion with the IRS and states. This may cause a delay in processing your tax return.

Form 1095-C

Form 1095-C is sent to you annually. It provides you with information about your employer-provided health insurance coverage and specifies the months of health care coverage for you and your eligible dependents.

Using Form 1095-C to complete your tax return

When completing your federal tax return, you must indicate whether you had qualifying health coverage for all of 2018 or whether you qualified for a health coverage exemption.

Per the IRS, you are not required to submit this form with your 2018 tax filing. However, you should keep this form with any 2018 tax records. If you have questions, please consult a

qualified tax advisor.

Access your Form 1095-C electronically

This form will be made available in the portal shortly after it is mailed. To access it, follow these steps:

1. Log into your employee portal [5].
2. Click on the **CU Resources Home** dropdown menu at the top, center of the page.
3. Select **Benefits & Wellness** from the dropdown menu.
4. Choose the **Benefits Tools** tile.
5. Click the **View Form 1095-C** tile.
6. You'll be prompted to verify your identity [6] before you can access this information. Once authorized, click on the **Tax Form** you'd like to view and download your form. If a form has not been issued to you, a message will populate stating that no form is available.

Have questions?

W-2 help
Information and instructions on how to read your W-2 can be found here [4]. For additional assistance, please contact an Employee Services payroll professional at **303-860-4200, option 2**.

Form 1095-C help
Information about Form 1095-C and instructions on how to read it can be found here [4]. For additional questions, please contact an Employee Services benefits professional at **303-860-4200, option 3**, or email benefits@cu.edu [7].

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