

Employees soon will receive tax forms W-2, 1095-C and 1042-S ^[1]

February 3, 2020 by [Employee Services](#) ^[2]

All 2019 W-2s will be mailed by Jan. 31, and 2019 1095-Cs will be mailed by March 2 to mailing addresses employees have on file in their employee portals. Both forms will be available in the portal shortly after release.

All 1042-S forms will be mailed no later than March 15.

Form W-2

The W-2 reports employees' wage and salary information as well as the amount of federal, state and other taxes withheld from their paychecks.

Access Form W-2 in the portal:

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

Note for employees who access their W-2 through the ADP portal: You must enter the ZIP code you lived in as of Jan. 6.

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

If employees see two W-2s (CU and CUR), it is recommended that they submit the ADP W-2 with their 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, which may cause a delay in processing their tax return.

- What if employees did not receive their W-2 in the mail?

Employees who do not receive their W-2 in the mail should reference the [Employee Services website](#) ^[4] for next steps.

Form 1042-S

Nonresident and resident alien taxpayers whose wages are eligible for a tax treaty exemption, and nonresidents who received taxable or tax treaty exempt non-qualified scholarship payments, will be issued Form 1042-S [5].

Individuals with tax treaty exempt income or a taxable scholarship should wait to receive the 1042-S before filing personal income tax returns. In some cases, nonresident employees may also receive Form W-2 if receiving taxable wages.

While the deadline for issuing Form 1042-S is March 15, Employee Services expects to mail the forms by mid-February to allow taxpayers more time to file.

Form 1095-C

Form 1095-C is sent annually, providing employees with information regarding employer-provided health insurance coverage. It specifies the months of health care coverage for the employee and their eligible dependents. When completing their federal tax return, employees must indicate whether they had qualifying health coverage for all of 2019 or whether they qualified for a health coverage exemption.

Per the IRS, employees are not required to submit this form with their 2019 tax filing. However, they should keep this form with tax records. If questions arise, employees should consult a qualified tax adviser.

Access Form 1095-C in the portal:

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

You'll be prompted to verify your identity [6] before you can access your forms. 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.

Helpful resources

W-2 resources

General information about Form W-2 can be found here [4].

For additional assistance, please contact an Employee Services payroll professional at 303-860-4200, option 2.

1095-C resources

For questions about Form 1095-C, a qualified tax adviser should be consulted. For general information, call a Benefits Professional at 303-860-4200, option 3, or email benefits@cu.edu [7].

1042-S resources

General information about Form 1042-S can be found [here](#). [5]

For additional assistance, please email IntlTax@cu.edu [8]

[w-2](#) [9], [1095-C](#) [10], [1042-S](#) [11], [pay](#) [12], [payroll](#) [13], [tax](#) [14], [tax season 2020](#) [15]

Display Title:

Employees soon will receive tax forms W-2, 1095-C and 1042-S

Send email when Published:

No

Source URL: <https://www.cu.edu/blog/work-life/employees-soon-will-receive-tax-forms-w-2-1095-c-and-1042-s>

Links

[1] <https://www.cu.edu/blog/work-life/employees-soon-will-receive-tax-forms-w-2-1095-c-and-1042-s>

[2] <https://www.cu.edu/blog/work-life/author/9230>

[3] <https://my.cu.edu>

[4] <https://www.cu.edu/employee-services/payroll/self-service/w-2>

[5] <https://www.cu.edu/employee-services/international-employees/1042-s-form>

[6] <https://www.cu.edu/employee-services/it-takes-two-portal-security-strengthened-new-tool>

[7] <mailto:benefits@cu.edu>

[8] <mailto:IntlTax@cu.edu>

[9] <https://www.cu.edu/blog/work-life/tag/w-2>

[10] <https://www.cu.edu/blog/work-life/tag/1095-c>

[11] <https://www.cu.edu/blog/work-life/tag/1042-s>

[12] <https://www.cu.edu/blog/work-life/tag/pay>

[13] <https://www.cu.edu/blog/work-life/tag/payroll>

[14] <https://www.cu.edu/blog/work-life/tag/tax>

[15] <https://www.cu.edu/blog/work-life/tag/tax-season-2020>