Essential tax forms mailed to employees in coming months, 2020 W-4 exemptions expire soon [1]

January 7, 2021 by Employee Services [2]

All 2020 W-2s will be sent by Jan. 31 to the mailing address you have on file in the employee portal and the 1095-C by March 2 to those eligible for health benefits last year. Both forms will be available in the portal shortly after they are released.

Didn't receive your W-2 in the mail? Visit our Tax Forms webpage [3] to see what to do.

Access your W-2 electronically

1. Log in to 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, center of the page and select My Info and Pay.
4. Choose the W-2 tile. You will be prompted to verify your identity upon accessing the form.

Accessing in the ADP Portal

- Follow these instructions [3] to register for an ADP account.

What if I see two W-2s in my portal?

Employees with two W-2s have earnings as a CU and CUR(RE1) [KL2] [DW3] employee. Both W-2s must be submitted when filing your 2020 tax return.

About Form 1095-C

Form 1095-C is sent annually, providing information regarding employer-provided insurance coverage. It specifies the months of health care coverage for the employee and their eligible dependents.

When completing your federal tax return, you will need to indicate whether you had qualifying health coverage for all of 2020 or whether you qualify for a health coverage exemption. Per the IRS, you are not required to submit this form with your 2020 tax filing. However, you should keep this form with tax records.

If you have questions, reach out to a qualified tax advisor.
Accessing Form 1095-C electronically

1. Log in to the employee portal [4].
2. Open the **CU Resources Home** dropdown menu at the top center 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 the third week of February, but we strive to mail forms well in advance of that deadline.

Individuals with tax treaty exempt income or with taxable scholarships should wait to receive the 1042-S form before filing personal income tax returns. In some cases, non-resident employees may receive Form W-2 as well, if receiving taxable wages. If you meet this criteria but have not received your form by the third week of February, complete a **1042-S Reissue Request Form** [5] and submit it to Employee Services.

**2020 W-4 Exemptions Expire Soon**

2020 W-4 tax exemption status will expire on **Feb. 15**. Employees will need to enter a new W-4 to continue their exemption. Otherwise, the tax status will revert to “single” the highest withholding status.

**Follow these steps to update Form W-4:**

1. Log into the **portal** [4].
2. Click the **CU Resources** tab. (CU System employees can skip this step.)
3. From the top center dropdown menu, select **My Info and Pay**.
4. Click the **W-4** tile. You’ll be asked to verify your identity.
5. To claim the exemption for 2021, follow the instructions under **Claim Exemption from Withholding** near the bottom of the page. Make sure the year field in this section is set to “2021.”