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Follow these steps to ensure you receive your 2019 tax documents in a timely manner [1]

November 9, 2018 by Employee Services [2]

Year-end is just around the corner. Follow these three steps to ensure your Social Security Number, addresses and paychecks are correct. This will help ensure you receive an error–free W-2, allowing you to file taxes without delay.

1: Validate and update your addresses

You should have a mailing and home address on file. Important documents, such as W-2s, are sent to the mailing address in the portal so it must be correct. Follow these steps to validate and update them:

1. Log into the portal [3], select **My Info and Pay** from the drop-down menu, and choose the **My Info** tile.
2. Review your mailing and home addresses.
3. If they are not correct, you can update them by clicking on the **Home Address** and **Mailing Address** boxes.
4. A fillable screen will populate, allowing you to update your information and save it.

2: Verify your Social Security Number

The next step is to confirm your Social Security Number is correct. Incorrect numbers will affect W-2s, potentially causing issues with the IRS. Check your number by:

1. Selecting **Additional Information** under the **My Info** tile.
2. Additional authentication [4] will be requested. Once authorized, you will be able to access the **Additional Information** window to view the Social Security Number on file.
3. If your number is incorrect, contact your Human Resources department immediately.

3: Check your pay advice every payday

Checking your pay advice after receiving your pay ensures your earnings are correct. This lessens the likelihood of having to make corrections to your W-2, which can cause delays when filing taxes. Access your Pay Advice by:

1. Logging into the portal [5].
2. Under the **My Info and Pay** drop-down menu, select the **Paychecks** tile.

4: Sign up for Digital Delivery

When you sign up for digital delivery, your Form 1095-C and/or the following notices will be delivered via email and stored in your campus portal, rather than sent to you by mail:

- University of Colorado Health and Welfare Plan's Notice of Privacy Practices
- Summary Annual Report for the University of Colorado Health and Welfare Plan and Trust

To get started:

1. Log into the portal [3].
2. Select **My info and Pay** from drop-down menu at the top, center of the page.
3. Click the **Digital Delivery Options** tile. Additional authentication will be requested. Once authorized, you can proceed.
4. After reading the agreement for your selection(s), click **Consent** radio button and **Submit**.

Learn more

Looking for more information? Visit our website [6] to learn more about important dates and additional year-end information.

Visit website [7]

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