Published on *University of Colorado* (https://www.cu.edu)

Review and act on these important 2026 year-end tasks [1]

November 9, 2026 by ES and UIS Communications [2]

The new year is starting soon, which means tax season is just around the corner. Before the year ends, verify that your personal information and pay are accurate now to ensure a worry-free tax season.

Take these steps in the employee portal to ensure a smooth start to 2027:

- Verify your Social Security number.
- Review your paycheck every payday.
- Review your W-4 and double check your tax withholdings with the IRS Withholding Estimator [3].
- International employees and non-qualified scholarship recipients should review the accuracy of their information and, if necessary, update their records [4].
    - **Reminder for international employees:** You should not make changes to your W-4 without first consulting an international tax specialist [5].

Instructions for completing these tasks can be found on the year-end reminders webpage [6].

Important deadlines for year-end payroll

- **Dec. 15:** Review and update your mailing address through the employee portal [7] **before this date** to ensure you receive your W-2 and/or 1042-S forms at the end of the tax year.
- **Jan. 1:** Deductions resume if you made more than the Social Security wage base in 2026 ($184,500).
    - **Note:** The Social Security wage base for 2027 is $192,300.
- **Jan. 31:** W-2s will be mailed and available in the employee portal.
- **Feb. 15:** If you claimed exempt on your 2026 W-2, you must update your W-4 in the employee portal by this date to claim exempt in 2027.
- **March 15:** 1042-S forms will be available in Sprintax, for those who have e-consented, and paper forms will be mailed no later than this date. The International Tax Office will work to release these before the deadline, so please watch your email for updates in February and March.

Update your name and demographic information

It is important to regularly review your demographic information and make updates, even if you think changes have not occurred in the last year.

Check the following before year-end:

- Legal and preferred name
- Sex and/or gender identity
- Disability status
- Veteran status
- Ethnic group

While some demographic information can be updated through the employee self-service portal, other information may require further documentation and consultation with your respective campus or department HR teams. Review Employee Services' Update Your Name and Demographic Information webpage [8] for more details.

taxes [9], state taxes [10], w-2 [11], w-4 [12], international tax [13]
Send email when Published:
No

Source URL:https://www.cu.edu/blog/work-life/review-and-act-these-important-2026-year-end-tasks

Links
[1] https://www.cu.edu/blog/work-life/review-and-act-these-important-2026-year-end-tasks
[2] https://www.cu.edu/blog/work-life/author/148727 [3] https://www.irs.gov/individuals/tax-withholding-estimator [4] https://www.cu.edu/blog/work-life/international-employees-and-students-make-sure-your-records-are-accurate-year-end-2026 [5] mailto:intltax@cu.edu [6] https://www.cu.edu/employee-services/year-end-tax-reminders [7] https://my.cu.edu/ [8] https://www.cu.edu/employee-services/collaborative-hr-services/update-your-name-and-demographics [9] https://www.cu.edu/blog/work-life/tag/taxes [10] https://www.cu.edu/blog/work-life/tag/state-taxes [11] https://www.cu.edu/blog/work-life/tag/w-2 [12] https://www.cu.edu/blog/work-life/tag/w-4 [13] https://www.cu.edu/blog/work-life/tag/international-tax