Wrap up 2021 by completing these essential tasks [1]

October 29, 2021 by Employee Services [2]

The end of the year is approaching. Make sure your personal information and pay is accurate to ensure your year-end tax reporting forms are correct and received on time.

Complete these important tasks for a successful year-end:

- Review and update your mailing address through the employee portal [3] to ensure you receive your W-2 and/or 1042-S forms at the end of the tax year
- Verify your Social Security Number
- Review your paycheck every pay day
- Double check your tax withholdings with the IRS Tax Estimator [4] (reminder for international employees: you should not make changes to your W-4 without first consulting an international tax specialist [5])

Visit our Personal Information webpage [6] for instructions on completing these tasks in the portal.

[1] https://www.cu.edu/blog/work-life/wrap-2021-completing-these-essential-tasks
[3] https://my.cu.edu
[5] mailto:intltax@cu.edu
[7] https://www.cu.edu/blog/work-life/tag/payroll
[8] https://www.cu.edu/blog/work-life/tag/year-end
[9] https://www.cu.edu/blog/work-life/tag/tax