Get your W-2 [1]

- Get your W-2
- Didn't get your W-2 in the mail?
- W-4 updates for 2018
- Get your 1042-S
- 1095-C ACA Tax Document

Get your W-2 in the mail.

Your W-2 tax form(s) will be mailed to the address you have on file by Jan. 31 and made available within the employee portal [2] shortly afterward.

Get your W-2 in employee portal

You can log onto employee portal to view and download a copy of your W-2.

To access the form:

1. Log into my.cu.edu [3].
2. Open the NavBar and select CU Resources.
3. Click on My Info and Pay to access the W-2 option at the bottom of the menu.

Security access reminder

Because your W-2 form contains personal information, you may only access it after verifying your identity using multi-factor authentication. Learn more about this security tool [4], which sends a system-generated text or call to the phone you have on record.

How to read your W-2

Use our Web guide to reading your W-2 [5] to see what the numbers in each box of your form represent.

If you did not receive your W-2 in the mail:
**Current employees:** Access your W-2 in the employee portal. See instructions in the "Get your W-2" tab. Please do not submit a W-2 Reissue Request Form.

**Former employees:** Access your W-2 via the ADP portal. Please call Employee Services at 303-860-4200, option 2 for instructions.

At the start of each year, it is recommended that employees check their W-4 and make any needed adjustments. The W-4 allows employees to determine how much federal income tax is withheld from their pay. This is especially relevant if you got married, had a child or experienced other changes in your tax status.

Employees may notice that the amount in their 2018 paychecks look a little different compared to last year. The reason? In December, Congress passed the Tax Cuts and Jobs Act of 2017, which changed tax rates for many income levels. As a result of these late-year changes, the IRS will not release the 2018 W-4 until Feb. 28.

This means:

- Employees and new hires can continue using the 2017 W-4 until the 30 days after new one is available.
- Employee who claimed tax-exempt in 2017 will have their exemption extended until Feb. 28.

**Resources**

Changes made to the 2018 tax tables will affect your tax liability for 2018. We encourage you to use the IRS withholding calculator available at [IRS.gov/W4App](https://irs.gov/W4App) to determine if you should complete a new Form W-4 for 2018. The IRS anticipates that this calculator will be available by the end of February.

Employee Services does not provide tax advice. Please contact your tax advisor with any questions.

**2017 tax year 1042-S forms have been mailed**

Employee Services has mailed all 1042-S forms for the 2017 tax year to non-U.S. citizens who had one or more of the following in 2017:

- tax treaty-exempt income
- non-qualified scholarship payments
- taxable compensation

If you meet this criteria but have not received your form by **Feb. 15**, please submit a **1042-S Reissue Request Form** to Employee Services. Note that you may submit your completed form to the mailing address on the form or via encrypted email.

**Questions?**
Please contact an international tax specialist at intltax@cu.edu.

By March 2, we will mail you the IRS Form 1095-C, which reports whether CU offered you health coverage for tax year 2017 was affordable under Affordable Care Act standards. You do not need this form to file your taxes, but you should save it with your tax return.

Select the toggles below for an explanation of each line within the form.

Lines 1-6

These lines report your name, Social Security number and residence.

Lines 7-13

These lines report the name of your employer and its ID number and location, and the CU phone number to call if you have questions about this form.

Line 14

The code entered on this line describes what, if any, kind of coverage CU offered you and/or your spouse and/or dependents in the last tax year.

Benefits-eligible CU employees who were enrolled in CU plans during the tax year will see one of the following codes:

1A

Minimum essential coverage providing minimum value was offered to you with an employee contribution for self-only coverage equal to or less than 9.5 percent of the 48 contiguous states' single federal poverty line and minimum essential coverage offered to your spouse and dependent(s) (referred to here as a Qualifying Offer). This code may be used to report for specific months for which a Qualifying Offer was made, even if you did not receive a Qualifying Offer for all 12 months of the calendar year.

1B

Minimum essential coverage providing minimum value was offered to you and minimum
essential coverage NOT offered to your spouse or dependent(s).

1C

Minimum essential coverage providing minimum value was offered to you, and minimum essential coverage was offered to your dependent(s) but NOT your spouse.

1D

Minimum essential coverage providing minimum value was offered to you, and minimum essential coverage was offered to your spouse but NOT your dependent(s).

1E

Minimum essential coverage providing minimum value was offered to you, and minimum essential coverage was offered to your dependent(s) and spouse.

1F

Minimum essential coverage NOT providing minimum value was offered to you, or you and your spouse or dependent(s), or you, your spouse, and dependent(s).

1G

You were NOT a full-time employee for any month of the calendar year, but you were enrolled in self-insured, employer-sponsored coverage for one or more months of the calendar year. This code will be entered in the All 12 Months box on line 14.

1H

No offer of coverage (You were NOT offered any health coverage or you were offered coverage that is NOT minimum essential coverage.)

1I

CU claimed "Qualifying Offer Transition Relief" for 2015, and for at least one month of the
year, you (and your spouse or dependent(s)) did not receive a Qualifying Offer. Note that CU has listed a phone number (on line 10 of this form) that you may call to request more information about the health coverage, if any, you were offered.

**Line 15**

This line reports your share of the lowest-cost monthly premium for self-only, minimum essential coverage that CU offered you. In the university’s case, this is CU Health Plan - High Deductible, which has an employee-only premium of $0. (This amount may not be what you paid for coverage if, for example, you’re enrolled in a plan other than CU Health Plan - High Deductible, or if you enrolled in employee + spouse, employee + child(ren), or family coverage.)

It reflects an amount only if code 1B, 1C, 1D or 1E is entered on line 14.

If you were offered coverage but not required to contribute any amount toward the premium, this line will report ?0.00? for the amount.

**Line 16**

This code provides the IRS information to administer the employer-shared responsibility provisions. With the exception of code 2C, which reflects your enrollment in CU's coverage, none of this information affects your eligibility for the premium tax credit. For more information about the employer shared responsibility provisions, see [www.irs.gov](http://www.irs.gov) [9].

**Lines 17-22**

These lines report the name, Social Security number (or tax identification number for covered individuals other than the employee listed in Part I), and coverage information about each individual (including any full-time employee and non-full-time employee, and any employee's family members) covered under a CU Health Plan, if the plan is self-insured. A date of birth will be entered in column C only if a Social Security number or tax identification number is not entered in column B. Column D will be checked if you were covered for at least one day in every month of the year. For those who were covered for some but not all months, information will be entered in column E, indicating the months for which they were covered. If there are more than six covered individuals, see the additional covered individuals on Part III, Continuation Sheet(s).

Questions? Visit the [IRS website](http://www.irs.gov) [10], or call Employee Services at 303-860-4200.

**Groups audience:**
Employee Services

**Right Sidebar:**
ES: Payroll Contact