Get your tax forms [1]

Payroll

- Get your W-2
- Update your W-4
- Get your 1042-S
- Get your 1095-C

Get your W-2 in the mail

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

Didn't receive your W-2?

- **Current employees**: Access your W-2 in the employee portal using the instructions below. Please do not submit a W-2 Reissue Request Form.
- **Former employees**: Access your W-2 via the ADP portal. Learn how to register for an account. [3]
- **Student employees**: Recipients of stipends (scholarship, fellowships and grants) are expected to self-report amounts, if taxable, regardless of whether they are reported on a W-2.

Get your W-2 in employee portal

W-2s will be available in the employee portal soon. Follow these steps to view and download a copy:

1. Log into my.cu.edu [4].
2. Open dropdown menu in the top, center of the screen click **My Info and Pay**.
3. Click the **W-2** tile. Your W-2 contains personal information, so you must verify your identity [5] to access it.

**Note**: If you see two W-2s (CU and CUR), we recommend that you submit the ADP W-2 with
your tax filing as this W-2 is a combination of CU and CUR wage and tax information. Submitting multiple W-2s from the same company or with the same EIN may cause confusion with the IRS and states. This may cause a delay in processing your tax return.

**How to read your W-2**

Use our Web guide to reading your W-2 [6] to see what the numbers in each box of your form represent.

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

**The IRS has released a revised W-4 for 2021**

The new form is now on the Employee Services website [7]. Only current employees who would like to change their W-4 withholdings, those who filed as tax-exempt in 2020, and new hires will need to submit the new form.

Learn more about the 2021 Form W-4 [8] and utilize the IRS Tax Estimator [9] to help determine your withholding.

**Access your W-4**

Follow these steps to access and update your W-4:

- Log into your employee portal [4].
- Click on the CU Resources Home dropdown menu at the top, center of the screen.
- Select My Info and Pay from the dropdown menu.
- Click the W-4 tile. You’ll be prompted to verify your identity [10] before you can access this information.

**Additional information**

Changes made to the tax tables may affect your tax liability for 2021. We encourage you to use the IRS Tax Estimator [9] to determine if you should complete a new Form W-4 for 2021.

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

**2019 tax year 1042-S forms will be mailed soon**

Non-U.S. citizens who had one or more of the following in 2020 will be sent a 1042-S form no later than March 15:
- Tax treaty-exempt income
- Non-qualified scholarship payments
- Taxable non-wage compensation

If you have not received your form by this date, please submit a 1042-S Reissue Request Form [11] to Employee Services. Note that you may submit your completed form to the mailing address on the form or via encrypted email.

Individuals with 1042-S reportable income should wait to receive this important tax reporting form before filing personal income tax returns. In some cases, non-resident employees may receive Form W-2 as well, if receiving taxable wages.

Questions?

Please contact an international tax specialist at intltax@cu.edu [12].

By March 2, we will mail you the IRS Form 1095-C ACA Tax Document, which reports whether the health coverage CU offered you for tax year 2020 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.

Request a replacement 1095-C. [13]

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:
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% 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.

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

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

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

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

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).

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

**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) [14].

**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 [15], or call Employee Services at 303-860-4200.

Groups audience: