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

Year-end reminders [1]

The new year is almost here. Prepare for tax season with these quick tasks.

We want your tax season to go smoothly, so you receive your forms on time and know what to expect when you file. Get ready by completing the tasks below.

Year-end tasks

Learn more about the 2027 Form W-4

The 2027 Form W-4 has not yet been released by the IRS.

Only current employees who would like to change their W-4 withholdings, those who filed as tax-exempt in 2026 and new hires will need to submit the new form. Use the IRS Withholding Estimator [2] to help determine your withholding.

International employees must consult with the International Tax Office [3] before making any changes to their W-4. Additional resources [4] for international employees and students with taxable income are available.

Review and update your address

Employee Portal

Update your address by **Dec. 15, 2026.** Your address in the employee portal on this date is the address where your W-2 will be mailed.

1. Log into your portal [5].
2. Open the **CU Resources Home** dropdown menu and select **My Info and Pay**.
3. Click the **My Info** tile.
4. Review your home and mailing addresses. If they are incorrect, update them by clicking on the **Home Address** and **Mailing Address** boxes.
5. That's it! W-2s will be mailed by Jan. 31 and will available electronically in the portal shortly afterward.

Sprintax Calculus

If you are expecting a 1042-S form, you should also update your address in Sprintax Calculus [6]

. If your record is locked, please reach out to intltax@cu.edu [3] to re-open your record and allow updates.

Verify your Social Security number

1. Log into your portal [7].
2. Open the **CU Resources Home** dropdown menu and select **My Info and Pay**.
3. Select the **Additional Information** tile. You'll be asked to authenticate your identity [8].
4. View your Social Security number on the fifth line of this page.
5. If it is incorrect, contact your Human Resources department.

Review your paycheck every payday

To help prevent delays when filing taxes, make sure your earnings are correct by reviewing your paychecks after you receive them. This lessens your likelihood of needing a corrected W-2.

View your paychecks

1. Log into the portal [7].
2. Open the **CU Resources Home** dropdown menu and select **My Info and Pay**.
3. Choose the **Paychecks** tile.

Double-check your tax withholdings with the IRS Withholding Estimator

Validate your W-4 tax withholdings using the IRS Withholding Estimator [9]. Using the calculator helps you identify your tax withholdings, so you can make sure the right amount is withheld from your paycheck.

Reminder: International employees should not make changes to their W-4 without first consulting the International Tax Office [4]. The IRS Withholding Estimator is not advised for nonresident alien employees [10].

View your W-4 and use the estimator

1. Log into your portal.
2. Open the CU Resources Home drop-down menu and select My Info and Pay.
3. Click the W-4 tile.
4. Visit the IRS online to use the tax estimator [9] to guide your W-4 withholdings.

International employees and students: Verify your records

Review the Work/Life post [11] outlining essential year-end tasks for international employees and non-qualified scholarship recipients.

Key dates and deadlines

- **Dec. 15:** Review and update address in the portal [12] to ensure receipt of W-2 and other important tax documents.
- **Jan. 1:** If you made more than the Social Security wage base in 2026 ($184,500), deductions will resume on this date. The wage base will increase to $192,300 in 2027.
- **Jan. 31:** W-2s will be mailed and made available in the portal shortly afterward.
- **Feb. 15:** If you claimed exempt on your W-4, 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 watch your email for updates in February and March.

What is your info? Review and resubmit personal information

The University of Colorado stores your self-submitted personal information like ethnic group, disability status, veteran status and gender identity. It is voluntary to provide demographic information to the University of Colorado, but it's encouraged and confidential.

You may have submitted this information when you started working at CU, but your status (particularly disability status) may have changed in the intervening years.

Even if you've previously submitted, **please review and resubmit your information**. Updating your profile ensures the university can tailor its services for the employee population's needs and can reach you and your loved ones, if needed.

Learn how to update your information [13]

Reach out to your campus HR office for questions about updating your personal information.

Groups audience:
Employee Services

Source URL:https://www.cu.edu/employee-services/payroll/year-end-reminders

Links
[1] https://www.cu.edu/employee-services/payroll/year-end-reminders [2] https://www.irs.gov/individuals/tax-withholding-estimator [3] mailto:intltax@cu.edu [4] https://www.cu.edu/employee-services/international-tax [5] https://my.cu.edu/ [6] https://id.sprintax.com/External/University [7] http://my.cu.edu/ [8] https://www.cu.edu/employee-services/it-takes-two-portal-security-strengthened-new-tool [9] http://www.irs.gov/individuals/tax-withholding-estimator [10] https://www.cu.edu/employee-services/nonresident-alien [11] https://www.cu.edu/blog/work-life/international-employees-and-students-make-sure-your-records-are-accurate-year%E2%80%99s-end [12] https://my.cu.edu [13] https://www.cu.edu/employee-services/collaborative-hr-services/update-your-name-and-demographics