Year-end reminders [1]

The new year is almost here. Don't drop the ball: 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.

Learn more about the 2022 Form W-4

The 2022 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 2021, and new hires will need to submit the new form. International employees must consult with the International Tax Office [2] before making any changes to their W-4.


Review and update your address

1. Log into your portal [5].
2. Select My Info and Pay from the drop-down menu at the top, center of the page.
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 available electronically in the portal shortly afterward.
6. Addresses must be updated by Dec. 15, 2021

Verify your Social Security Number

1. Log into your portal [6].
2. Select My Info and Pay from the drop-down menu at the top, center of the page.
3. Select the Additional Information tile. You'll be asked to authenticate your identity [7].
4. View your Social Security Number on the fifth line of this page.
5. If it is incorrect, tell 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.
2. Select the CU Resources Home drop-down menu and **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. Using the calculator helps you identify your tax withholdings, so you can make sure the right amount is withheld from your paycheck.

**View your W-4 and use the estimator**

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

**Sign up for digital delivery of forms and notices**

When you sign up for digital delivery, your Form 1095-C and/or the following notices will be delivered via email and stored in your campus portal, rather than sent to you by mail:

- University of Colorado Health and Welfare Plan’s Notice of Privacy Practices
- Summary Annual Report for the University of Colorado Health and Welfare Plan and Trust

**Enroll**

1. Log into the **portal**.
2. Select **My Info and Pay** from the drop-down menu at the top, center of the page.
3. Click the **Digital Delivery Options** tile. Additional **authentication** will be requested. Once authorized, you can proceed.
4. After reading the agreement for your selection(s), click the **Consent** radio button and **Submit**.
**Dates and deadlines**

- **Dec. 31:** International Employees should meet with an international tax specialist as soon as possible after their start date, and ideally before the end of the tax year, to ensure accurate withholding and reporting and avoid the need for W-2 corrections.
- **Jan. 1:** If you made more than the Social Security wage base in 2021 ($142,800), deductions will resume on this date.
- **Jan. 1:** Update your address in the portal by this date.
- **Jan. 31:** W-2s will be mailed and made available in the portal shortly afterward.
- **Feb. 15:** If you filed as tax-exempt in 2021, you must update your W-4 in the employee portal by this date.
  - This form is not updated within the employee portal—a 2022 form has not yet been released.

**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] mailto:intltax@cu.edu
[5] https://my.cu.edu/
[9] https://my.cu.edu