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 2024 Form W-4

The 2024 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 2023 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. Additional resources [3] for international employees and students with taxable income are available.


Review and update your address

Update your address by Dec. 15, 2023. 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.

Verify your Social Security number

1. Log into your portal [6].
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 [7].
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** [6].
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** [4]. 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** [3].

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

1. Log into your **portal** [6].
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 [8] to use the tax estimator to guide your W-4 withholdings.

**Key dates and deadlines**

- **Dec. 15**: Review and update address in the **portal** [9] to ensure receipt of W-2 and other important tax documents.
- **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 2023 ($160,200), deductions will resume on this date. The wage base will increase to $168,600 in 2024.
- **Jan. 31**: W-2s will be mailed and made available in the portal shortly afterward.
- **Feb. 15**: If you filed as tax-exempt in 2023, you must update your W-4 in the employee portal by this date.
- **March 15**: 1042-S forms will be mailed no later than this date.
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 emergency contacts. It is voluntary to provide demographic information to the University of Colorado, but 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.

Review and update your information

1. Log into your campus portal [9].
2. Open the CU Resources Home dropdown menu and select My Info and Pay.
3. Click on the My Info tile.
4. Review each item on the left-hand menu and update as needed.

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