Human Resources

EMPLOYEE ACTION REQUIRED

All employees must make a new election to receive a W-2 and/or 1095c electronically.

NORTHERN ARIZONA

Regardless of any previous election to get your 2020 tax forms electronically you must make a new request by following six steps outlined below. For all active employees we offer single sign on directly through LOUIE.

NOTE: Prior to January 15th you will see "2019" instead of "2020" because there are no 2020 forms loaded at this time.

Step 1:

Sign into LOUIE – Main Menu – Self-Service – Payroll and Compensation – Tax Forms W-2/1095c

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Favorites -	Main Menu 🕶	> Self Service	 Payroll and 	Compensation -	> Tax Forms W-	2/1095c	
NA		HERN ONA HURSITY	uman Ca	pital Ma	nagemen	it (HR)	
Tax Forms W-	-2/1095c						

Select "Tax Forms Here" button

W2 and 1095c Tax Form Delivery Options

NAU Human Resources recommends that all employees sign up for electronic delivery of year-end tax forms. Electronic delivery is the safest way to protect your personal information from identity theft. To sign up for electronic delivery of your W-2 and 1095 tax forms and pick up your electronic forms, click on the "Tax Forms Here" link and follow the steps on the screen to elect. NAU has changed the vendor for production and distribution of W-2 and 1095c forms. Due to this change ALL employees must log in and re-elect to have their forms delivered electronically if they wish, regardless of any prior year selection. Please Note: If you do not sign up for Electronic Delivery of your 2020 tax forms by January 11, 2021 you will automatically receive copies of these forms sent to the home address NAU has on file for you.

If you do not elect electronic delivery of your 2020 tax forms by the deadline and need a reprint of your forms after February 8th, the initial re-print will be free and any additional re-prints thereafter will be a \$12.00 re-print/delivery charge.



Step 2:

You will be taken to the following page – Select Menu and then Tax forms – NOTE NAU logo will be updated on 12/18/2020



PO Box 4113 928-523-2223 Fax 928-523-7486 <u>nau.edu/hr</u>

HR Home

All - Search

LOUIE Home

Worklist

Advanced Search

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Step 3:

Select the method of delivery – Paper or Electronic (if you don't make an election the forms will automatically be mailed to you) – This is a pop up window

It looks like you' to get your tax fo online!	re not signed up orms delivered
Send me a paper copy of my tax forms.	Set me up to receive my tax forms online.
\$ a fee may apply if you	□free unlimited access to

Step 4:

If you choose electronic delivery – review, acknowledge and accept the terms

Consent for Online Delivery			×	-C.
Important Disclosures Consent changes will be applied to W-2, 10	95-C			1
You must consent to receive your form online.	By consenting, you will no longer receive a paper form.	Your form will be delivered online going forward.	You may remove your consent for online delivery at anytime.	
By consenting to receive your form online read the Electronic Tax Form Disclosure I understand and accept the terms CANCEL	b) you will not receive paper forms from yo sdocument before accepting the terms. If for consenting for online tax form deliver and the term of the term of the term of the term of the term of the term of the term of the term of the term of the term of the term of the term of the term of the term of the term of the term of term of term of terms of term of term o	ur employer. Your consent will remain in	effect until you withdraw it. You must	ap I

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Step 5:

Update or add an email address, you may have multiple email addresses both NAU and personal. You will need to provide a mailing address for validation purposes. This is required regardless of your election.

Select the pencil Icon to add email address and add a mailing address. Then confirm

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4-EMAII		#tADDECC	1
elect the email address(es) you would like noti	ications sent:	Select your mailing address:	

Email edit screen

Mailing address screen

Confirmation updated

Northern Arizona University - Employment Services X View/Edit your Personal Information. When you are finished, click 'Save' at the bottom of the page.	Northern Arizona University - Employment Services Zip / PostalCode.	Northern Arizona University - Employment Services
To ensure your security, you are required to have at least one e- mail address on file.	fr Mailing Address	for You have successfully updated your
* E-Mail	av: Country:Select ×	personal information.
X Cancel	Address 2:	Please note: Your personal information is not used for security purposes. If you'd like to update your contact information to be used to verify
E-mail 1 🗸	tifi Address 3:	III your identity or help you login if you forget your Password, Update Security Contact Preferences
	County:	Close
+ Add another E-mail	Region:	
Cancel Save	Zip / PostalCode:	
	Cancel Save	× .

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Step 6:

Once you have added the required email and mailing information you will confirm and submit.

Consent for Online Delivery				×	
Please confirm your contact information. We will notify you when your electronic form is available."At least one email	and address are req	uired.			jed li
⊿ •EMAIL		∦ •ADDRESS			
Select the email address(es) you would like notifications sent:		Select your mailing address:			13
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ВАСК			CONFIRM & S	SUBMIT	arms

Once submitted you will receive an email from <u>ClientServices@mytaxform.com</u> to confirm your submission and election.

Consent for Online Delivery	×
CRequest successfully processed You will now receive your form online.	
System Requirements: You will need an Adobe PDF reader to view your forms.	
Test Now	parati