

Human Resources

New Tax Form Fulfillment Vendor – W-2/1095c

EMPLOYEE ACTION REQUIRED

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

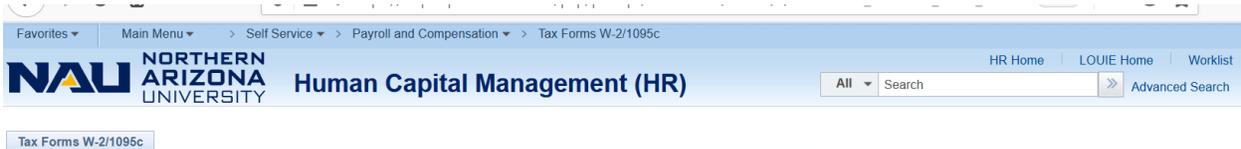
Regardless of any previous election to get your 2020 tax forms electronically you must make a new request by following six steps outlined below. For all active employees we offer single sign on directly through LOUIE.

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

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.

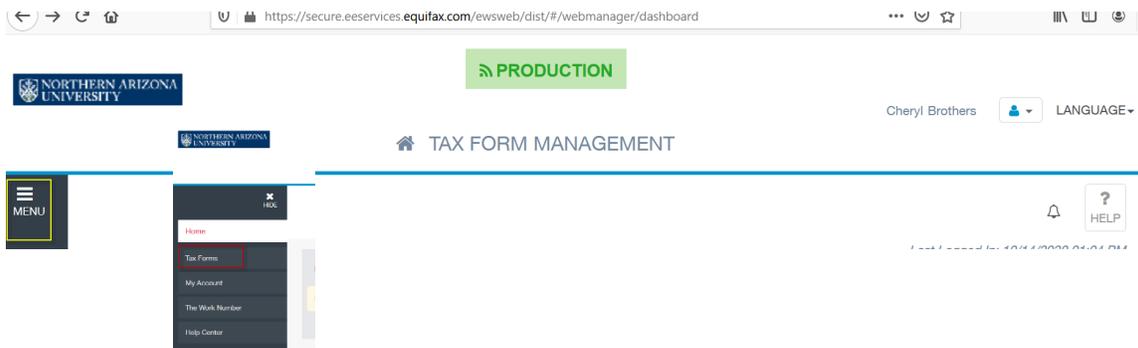
If you do not elect electronic delivery of your 2020 tax forms by the deadline and need a reprint of your forms after February 8th, the initial re-print will be free and any additional re-prints thereafter will be a \$12.00 re-print/delivery charge.

Click the button to be redirected to



Step 2:

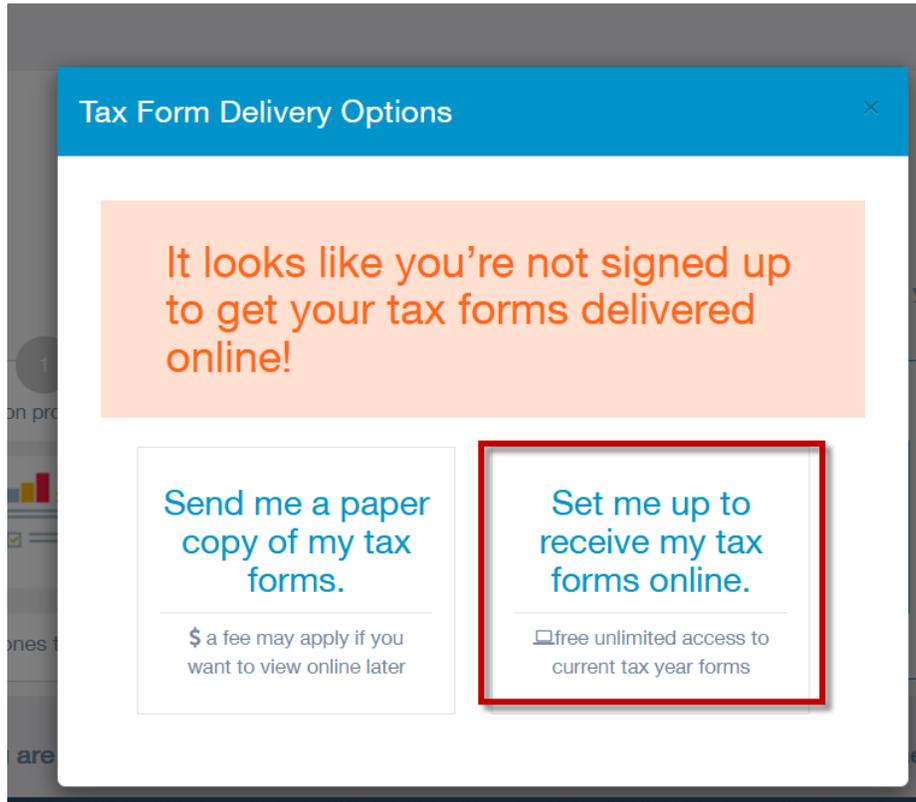
You will be taken to the following page – Select Menu and then Tax forms – NOTE NAU logo will be updated on 12/18/2020



Human Resources

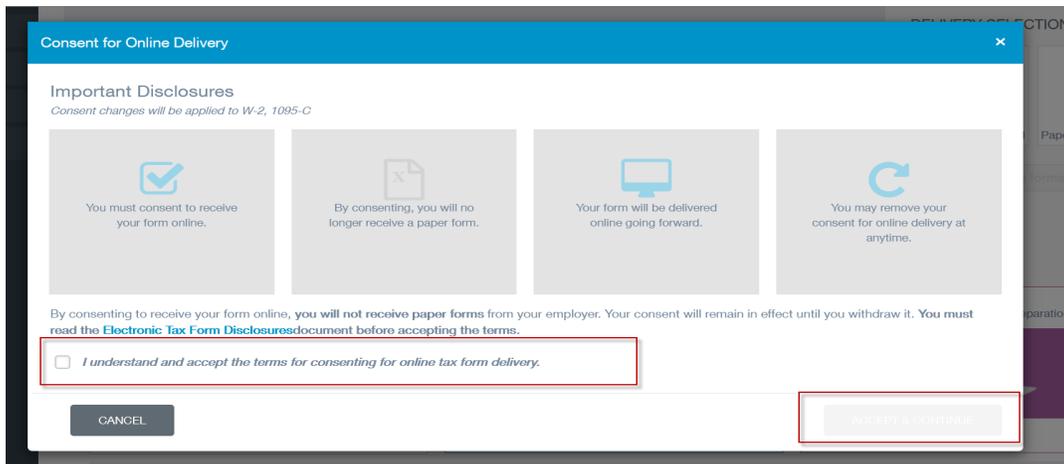
Step 3:

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



Step 4:

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



Human Resources

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

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 required.

EMAIL

Select the email address(es) you would like notifications sent:

ADDRESS

Select your mailing address:

BACK **CONFIRM & SUBMIT**

Email edit screen

Northern Arizona University - Employment Services

View/Edit your Personal Information. When you are finished, click 'Save' at the bottom of the page.

To ensure your security, you are required to have at least one e-mail address on file.

* E-Mail

X Cancel

E-mail 1

+ Add another E-mail

Cancel **Save**

Mailing address screen

Northern Arizona University - Employment Services

Zip / PostalCode:

Mailing Address

Country: --Select--

Address 1:

Address 2:

Address 3:

City:

County:

Region:

Zip / PostalCode:

Cancel **Save**

Confirmation updated

Northern Arizona University - Employment Services

You have successfully updated your personal information.

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 your identity or help you login if you forget your Password, Update Security Contact Preferences

Close

Human Resources

Step 6:

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

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