NORTHERN ARIZONA UNIVERSITY
Human Resources

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

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

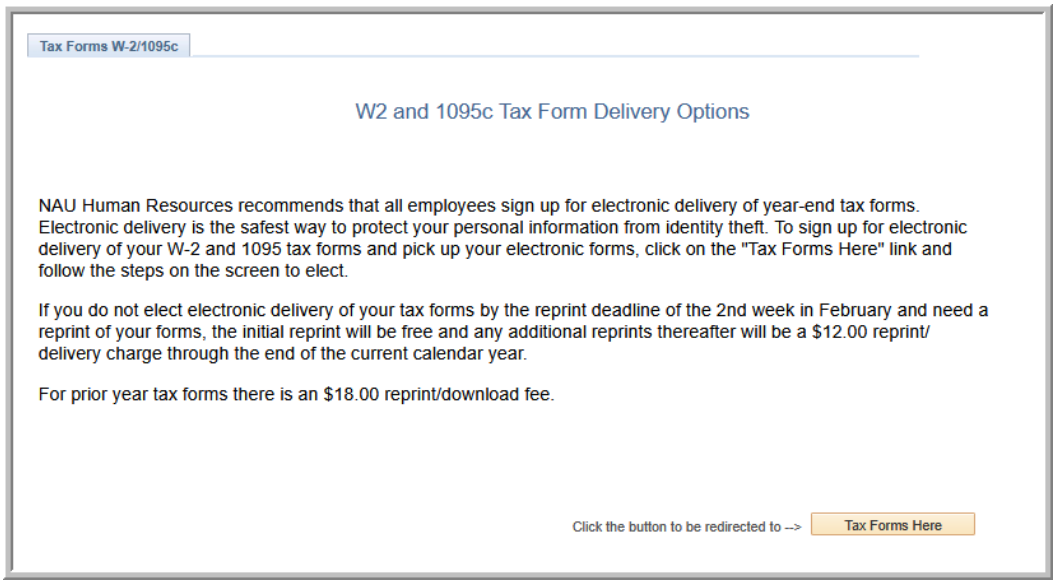
EMPLOYEE ACTION REQUIRED

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 HR.

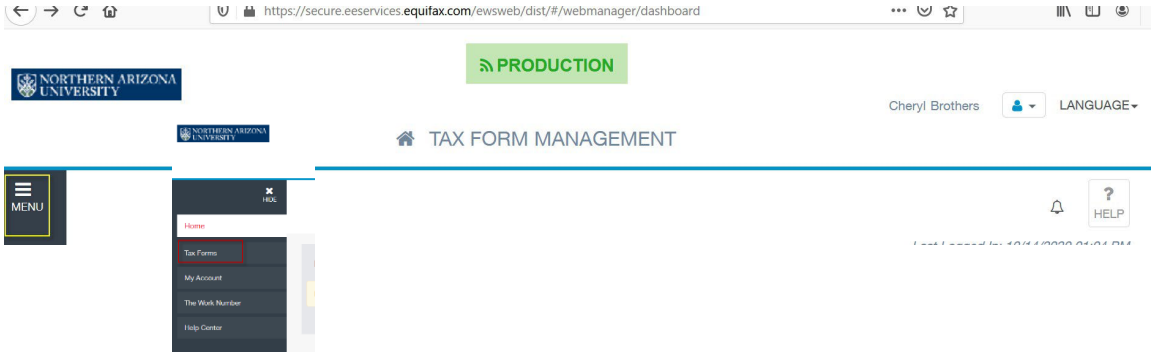
Step 1:

Sign into LOUIE HR – Payroll and Compensation – Tax Forms W-2/1095c Select "Tax Forms Here" button



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



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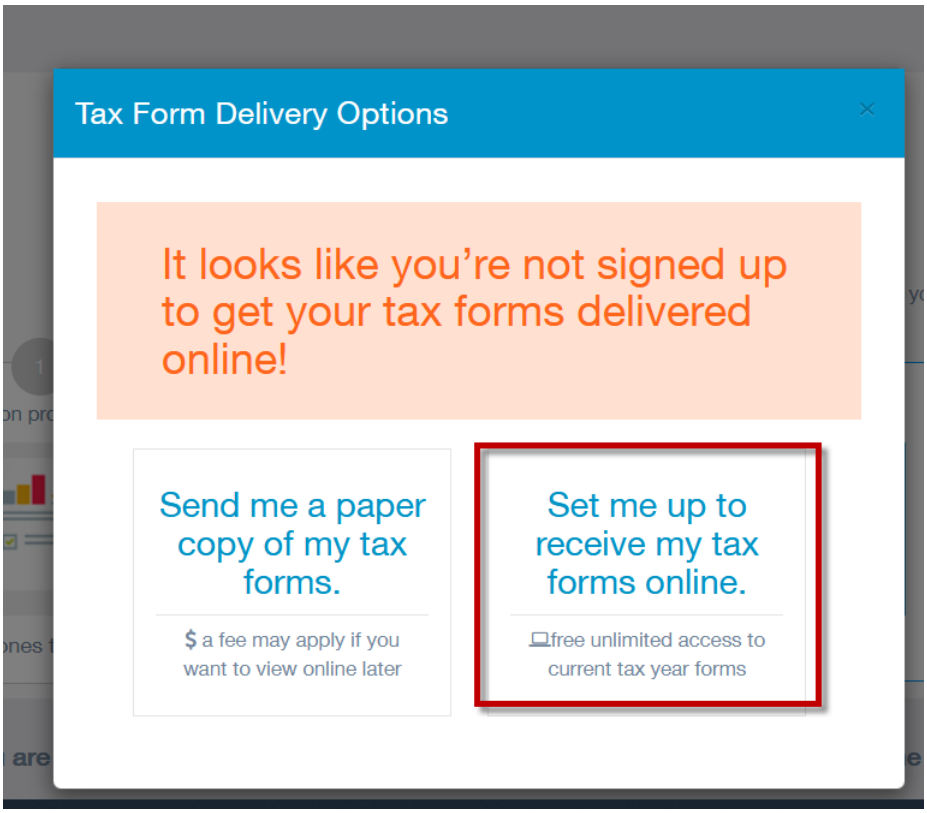
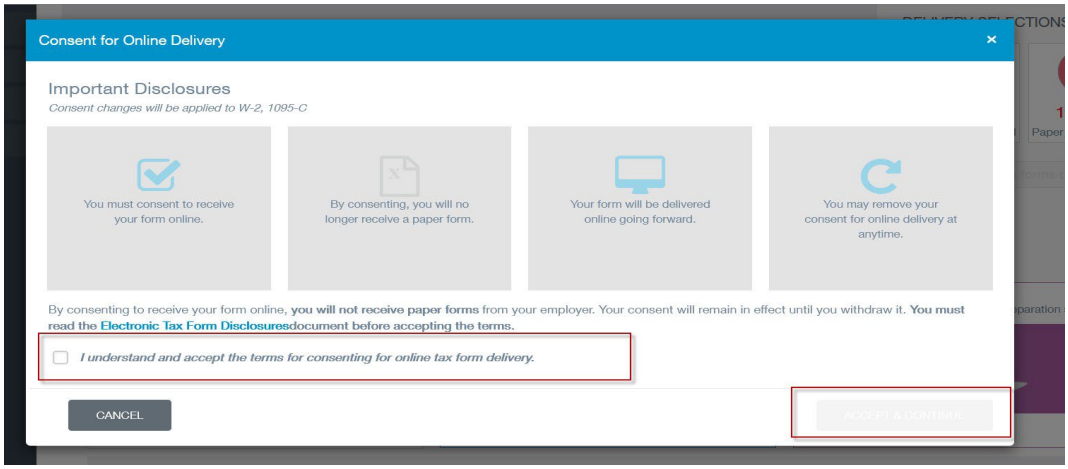
Step 3:

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



Step 4:

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



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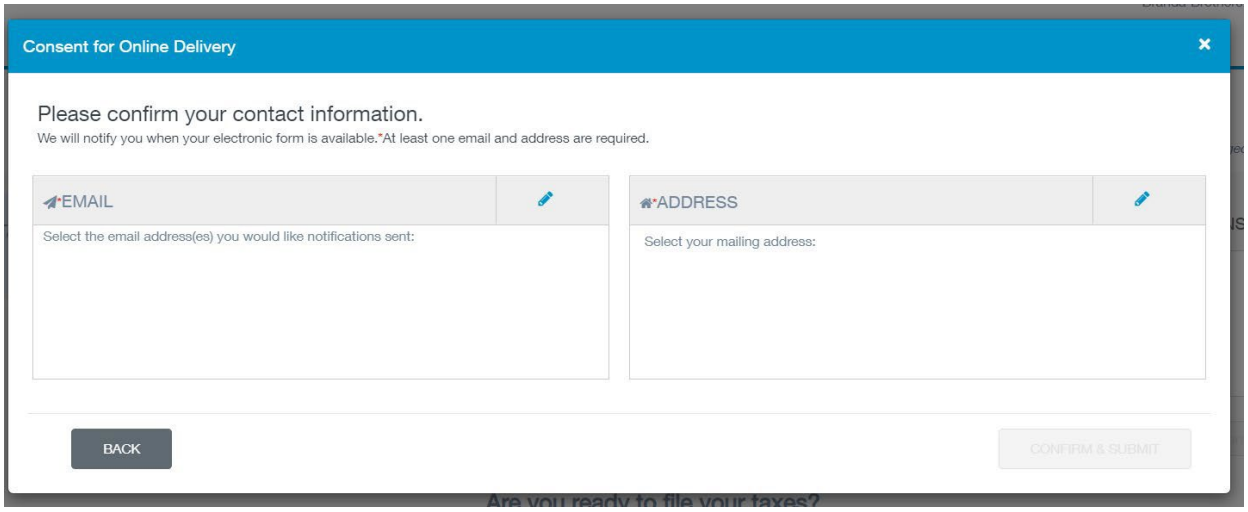
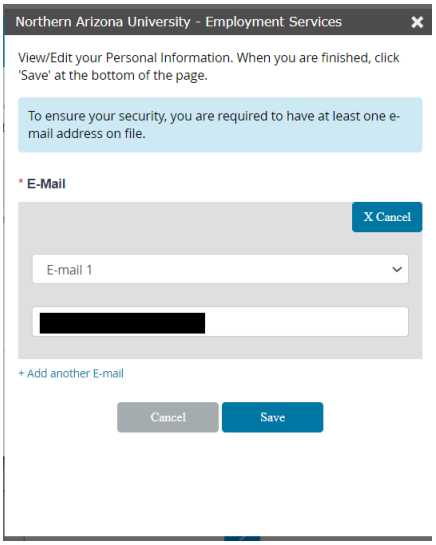
Step 5:

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.

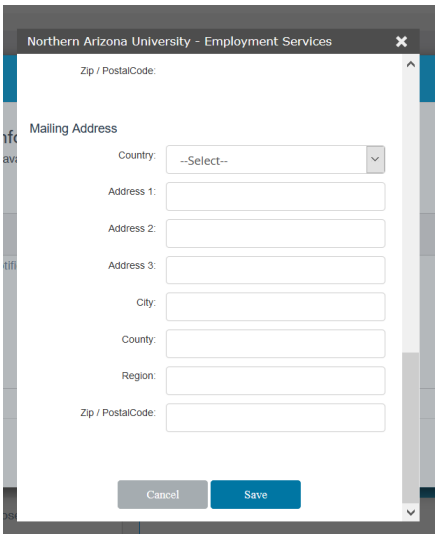
Select the pencil Icon to add email address and add a mailing address. Then confirm



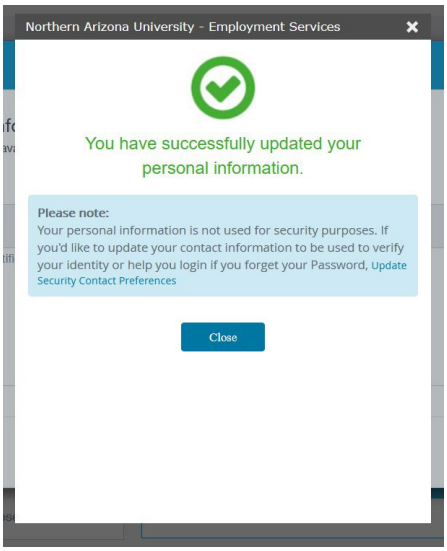
Email edit screen



Mailing address screen



Confirmation updated



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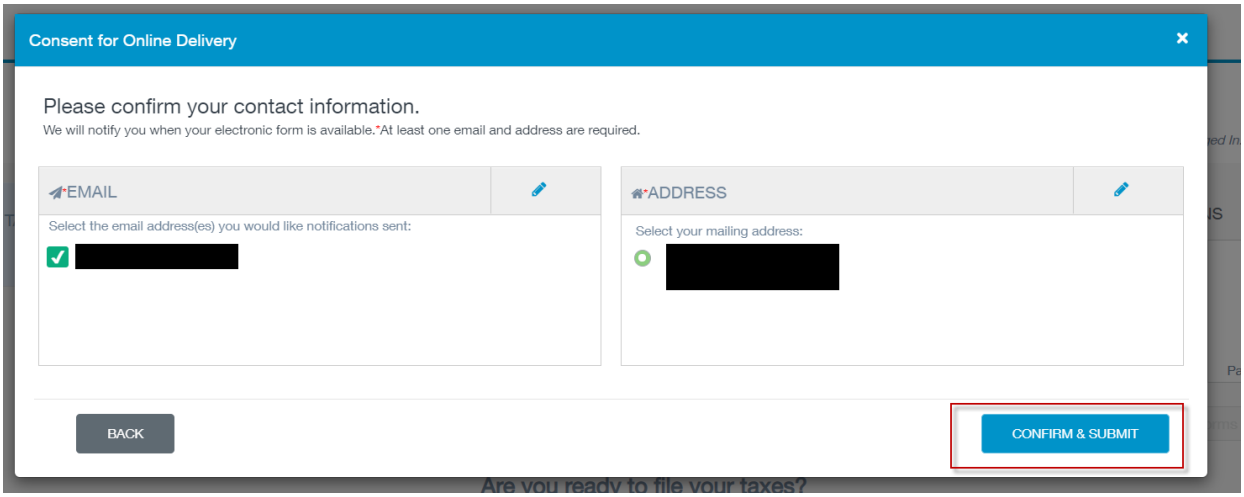
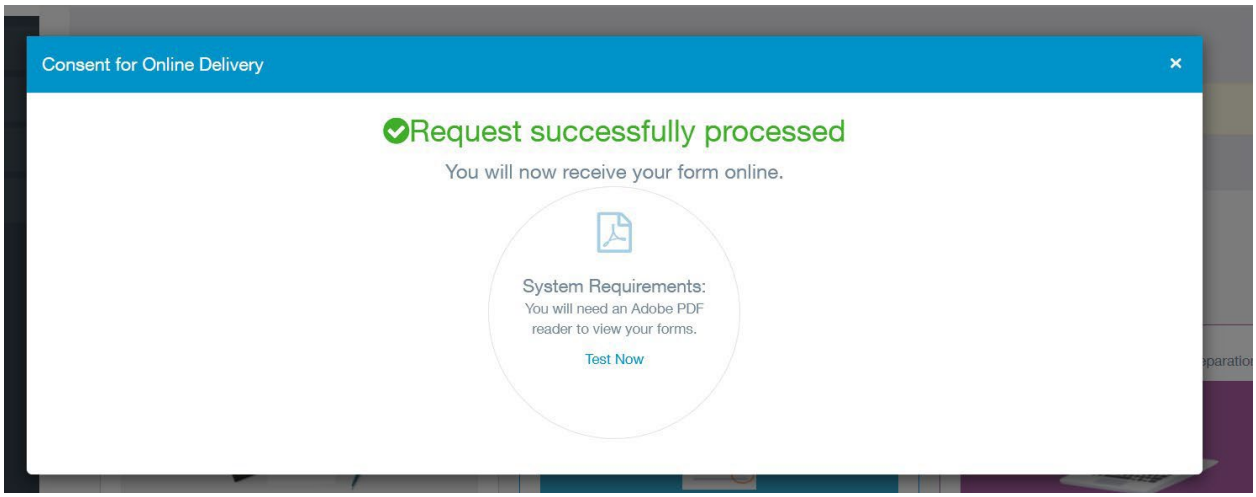
Step 6:

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.