

Human Resources

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

EMPLOYEE ACTION REQUIRED

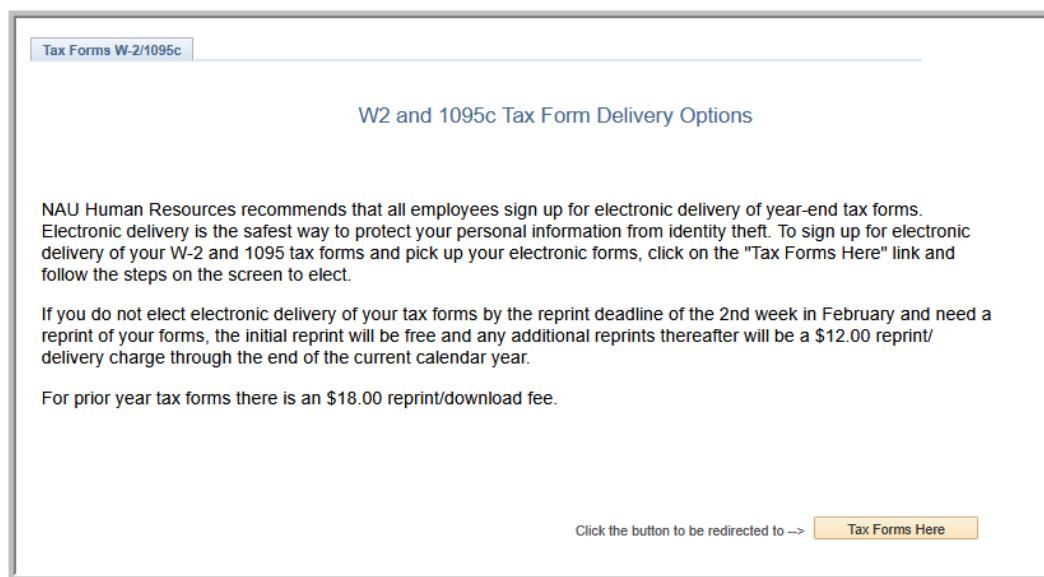
All employees must make a new election to receive a W-2 and/or 1095c electronically.

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 HR.

Step 1:

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

button



Tax Forms W-2/1095c

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.

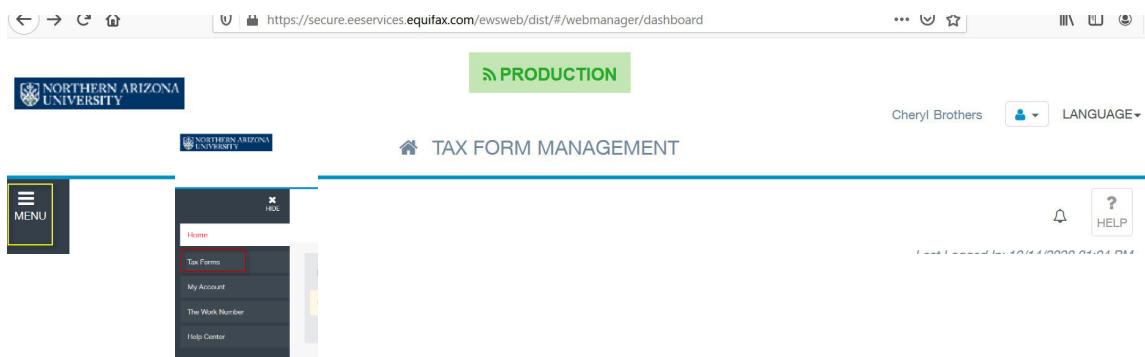
If you do not elect electronic delivery of your tax forms by the reprint deadline of the 2nd week in February and need a reprint of your forms, the initial reprint will be free and any additional reprints thereafter will be a \$12.00 reprint/delivery charge through the end of the current calendar year.

For prior year tax forms there is an \$18.00 reprint/download fee.

Click the button to be redirected to --> [Tax Forms Here](#)

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



NORTHERN ARIZONA UNIVERSITY

PRODUCTION

TAX FORM MANAGEMENT

Cheryl Brothers LANGUAGE

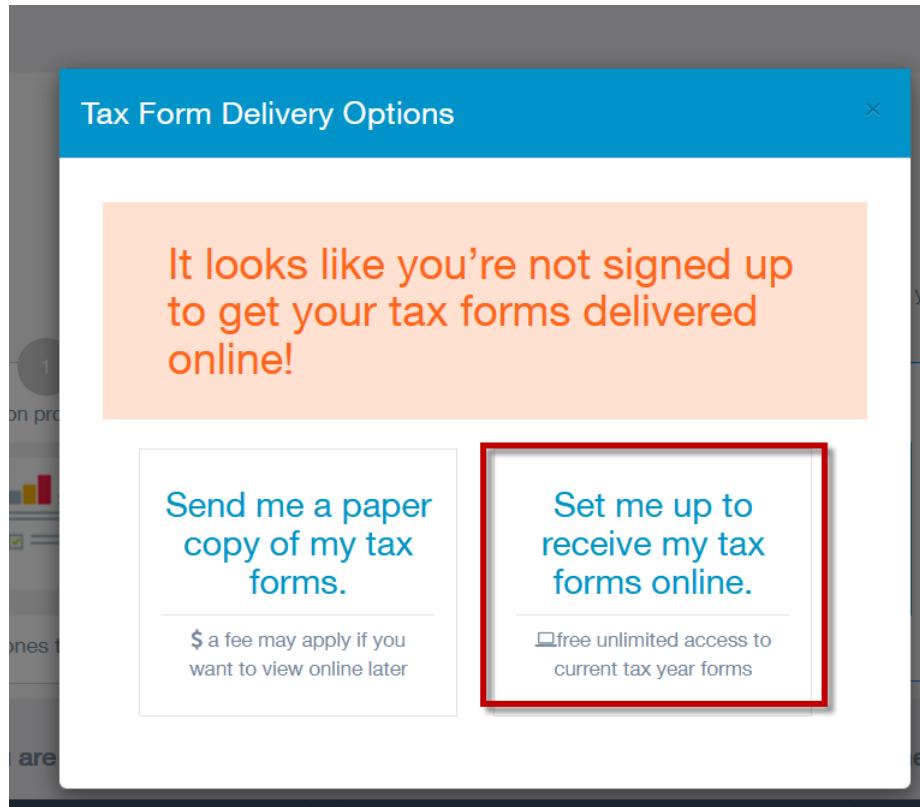
MENU

Home Tax Forms My Account The Work Number Help Center

Human Resources

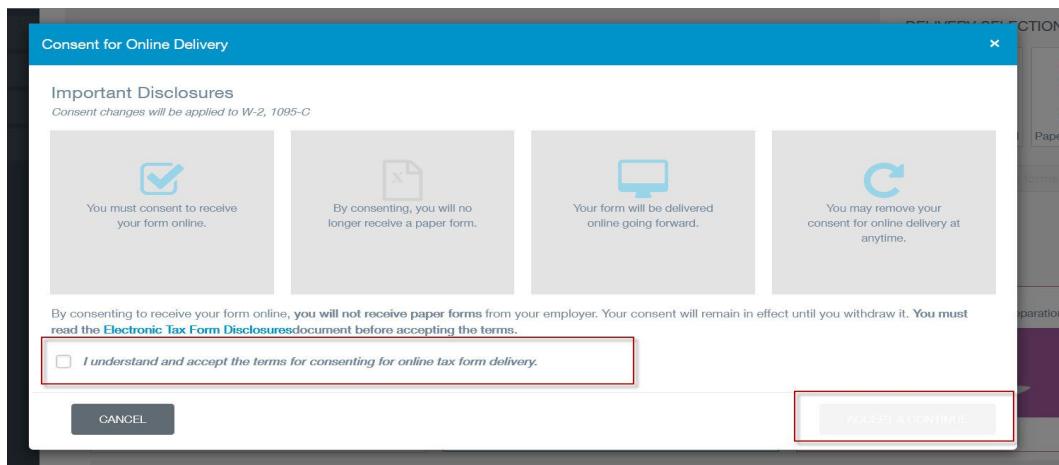
Step 3:

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



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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

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

BACK

CONFIRM & SUBMIT

Are you ready to file your taxes?

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

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.

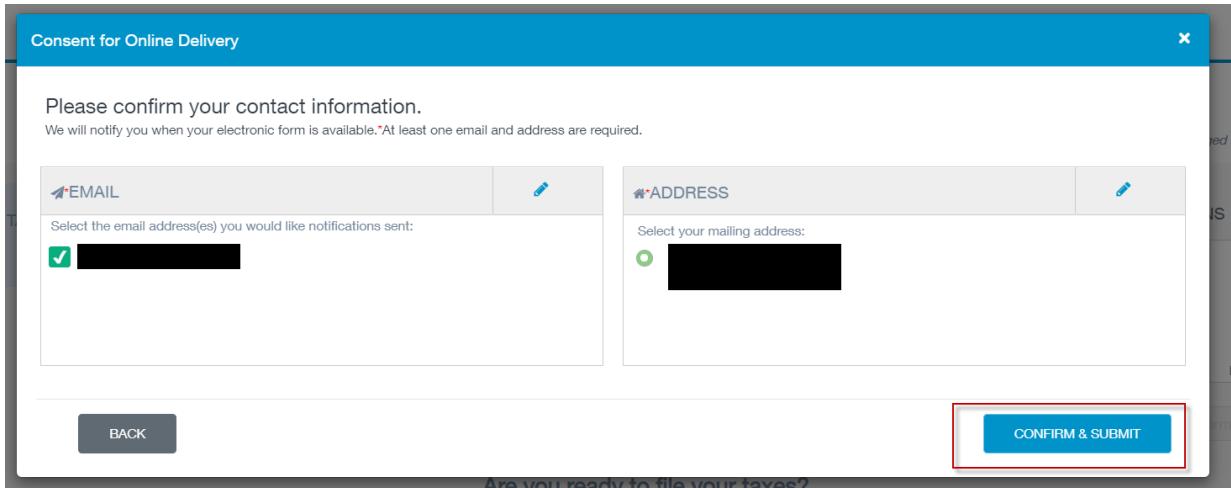
Please note:
Your personal information is not used for security purposes. If you'd like to update your contact information to be used to verify your identity or help you login if you forget your Password, [Update Security Contact Preferences](#)

Close

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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 required.

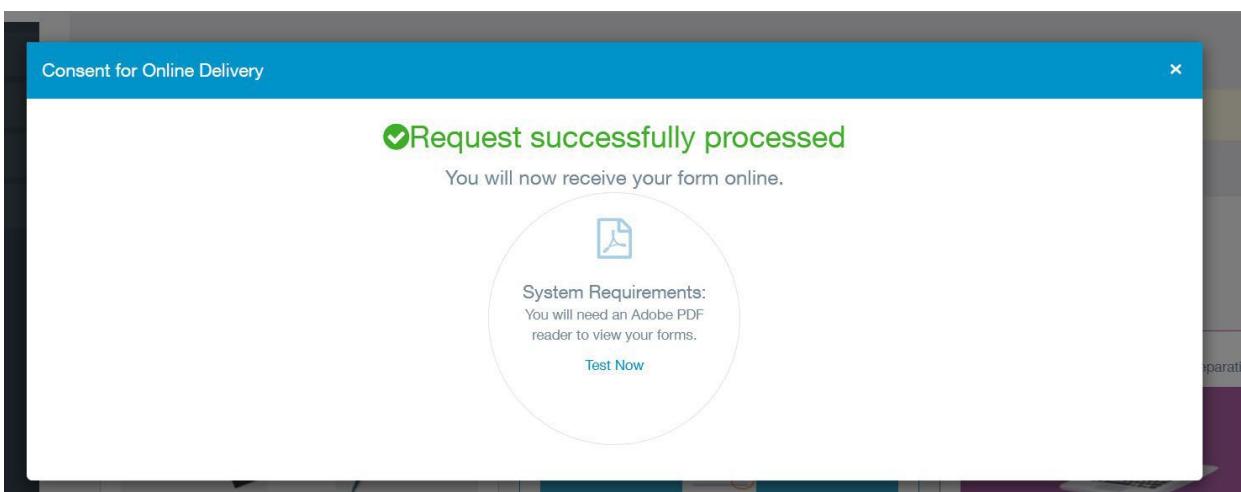
EMAIL	<input type="button" value="edit"/>
Select the email address(es) you would like notifications sent:	
<input checked="" type="checkbox"/> [REDACTED]	

ADDRESS	<input type="button" value="edit"/>
Select your mailing address:	
<input type="radio"/> [REDACTED]	

BACK **CONFIRM & SUBMIT**

Are you ready to file your taxes?

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



Consent for Online Delivery

✓ Request successfully processed

You will now receive your form online.



System Requirements:
You will need an Adobe PDF reader to view your forms.
[Test Now](#)