

# Tax Forms

## How can I update my Federal and State Tax Forms?

Please contact Payroll Services at [payroll@astate.edu](mailto:payroll@astate.edu) to request a new form, which will be assigned in the Taleo Talent Center.

If you are having trouble getting into the Taleo Talent Center - please contact [Human Resources](#).

## I have questions about how to fill out my W-4 (federal or state tax form). Who should I contact?

For advice about your federal and state tax forms, please contact a tax professional. The A-State Payroll Services Department cannot give tax guidance.

## How can I access my W-2?

If you are a current employee and you have elected electronic delivery, please follow the instructions below:

- Log in to [Pack Portal](#)
- Select the Self Service Banner or Banner Employee link
- Select the Taxes menu option
- Click **W-2 Wage and Tax Statement**
- Select the Tax Year
- Click the Display button

To print your W-2:

- Click the Printable W-2 button at the bottom of the screen. Your full W-2 will be displayed.
- Use the print option in your browser to print.

If you **did not** elect for electronic delivery, you should receive your W-2 in the mail.

## Can I view W-2s for past years?

Yes, you can always view and print historical W-2s by following the instructions above and changing the Tax Year.

## My address has changed. How can I receive my W-2?

Please contact [Payroll@AState.edu](mailto:Payroll@AState.edu) or 870-972-3454 to update your address and request a new W-2.

## I no longer work for A-State. How can I receive my W-2?

Please contact [Payroll@AState.edu](mailto:Payroll@AState.edu) or 870-972-3454 to request your W-2.

## How can I access my 1095-C?

If you are a current employee and have elected electronic delivery, please follow the instructions below:

- Log in to [Pack Portal](#)
- Select the Self Service Banner or Banner Employee link
- Select the Taxes menu option
- Click **1095 Employer Provided Health Insurance Offer and Coverage Statement**
- Select the Tax Year
- Click the Display button

To print your 1095-C:

- Click the Printable 1095-C button at the bottom of the screen. Your full 1095-C will be displayed.
- Use the print option in your browser to print.

If you **did not** elect for electronic delivery, you should receive your 1095-C in the mail.

## Can I view 1095-Cs for past years?

Yes, you can always view and print historical 1095-Cs by following the instructions above and changing the Tax Year.

## My address has changed. How can I receive my 1095-C?

Please contact [Payroll@AState.edu](mailto:Payroll@AState.edu) or 870-972-3454 to update your address and request a new 1095-C.

## I no longer work for A-State. How can I receive my 1095-C?

Please contact [Payroll@AState.edu](mailto:Payroll@AState.edu) or 870-972-3454 to request your 1095-C.

## More questions about tax forms?

A-State Payroll  
870-972-3454  
[payroll@astate.edu](mailto:payroll@astate.edu)

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