

# HR NAVIGATOR

## 2018 eW-2s

Your 2018 eW-2 is now available online through our partnership with ADP.

### 2018 eW-2s AVAILABLE ONLINE

If you already registered with, [ADP](#) you can access your 2018 eW-2 by visiting [ADP](#). You will be prompted to enter the username and password you selected when you registered. For best results, we recommend using the Google Chrome browser.

- Please note this is your [ADP](#) username and password, **not** your myNortheastern username and password.
- If you have forgotten your username and password, click *Forgot your ID/Password?* and follow the prompts.

If you have not yet registered with [ADP](#), you can register and access your 2018 eW-2. It's simple.

- Log on to myNortheastern
- Select Services and Links
- Scroll to HRM Benefits & Services
- Select Employee Self-Service
- Select Employee tab
- Select W-2 Wage and Tax Statement and follow the instructions

If you have not elected to opt out of a paper copy, one will be mailed to the address that is on your electronic pay stub.

### PLEASE NOTE: STUDENT GRADUATE ASSISTANTS (RAs and TAs)

Student Graduate Assistants are encouraged to visit the PhD website to obtain eW-2s, if applicable. Please link to the PhD website information page [here](#) for more information.

### RETIREMENT CONTRIBUTION LIMITS INCREASED FOR 2019

At the start of 2019, the IRS increased the annual pre-tax contribution limit for 403(b) and 457(b) Plans) by \$500.

- You may contribute up to \$19,000 pre-tax dollars to your retirement fund.

- If, in 2019, you are 50 or older, you may contribute an additional “catch-up” of \$6,000 for a total of \$25,000.

To increase your contribution, use the online Benefits Navigator tool available on myNortheastern and follow [these instructions](#).

## MEDICAL PLAN TAX INFORMATION

The Affordable Care Act (ACA) requires you to report select information on your taxes.

### FEDERAL TAX RETURNS

The Affordable Care Act (ACA) requires large employers such as Northeastern to report information about health insurance options and coverage to the IRS and subscribers. The information provided on these forms is necessary to complete your federal income taxes. *Please keep the form(s) for your records.*

- **1095-C:** As part of the requirements of the ACA, if you were *offered* medical insurance by Northeastern in 2018, you will receive a 1095-C form in the mail from Northeastern which verifies you were *offered* coverage. Northeastern also provides the information directly to the IRS. If you have questions about the 1095-C, please contact the HRM Customer Service Center: 617.373.2230.
- **1095-B:** In addition, as part of the ACA, if you *elected* health insurance through Northeastern in 2018, you will receive a 1095-B form in the mail from Blue Cross Blue Shield by the end of January; this form verifies that your health insurance coverage met the Minimum Essential Coverage standard as required by the ACA. If you have questions about the 1095-B, please contact Blue Cross Blue Shield member services directly: 888.543.8770.

### STATE TAX RETURNS

- **1099 HC:** If you were covered by a medical plan offered by Northeastern in 2018, you will receive a 1099 HC form from Blue Cross Blue Shield by the end of January.
- Massachusetts residents will need the information provided on the 1099 HC to complete the MA income tax forms. If you were employed at Northeastern for only a portion of the calendar year, you may need to secure additional information from your former employer. If you have questions about the 1099

HC, please contact Blue Cross Blue Shield member services directly:  
888.543.8770

If you have questions, please contact the HRM Customer Service Center:  
617.373.2230.

**Northeastern University**  
*Human Resources Management*