

Tax Reporting Forms

For Non-Resident Alien International Students and Scholars

At the end of each calendar year you will receive a 1042S and/or a W-2 form at the department where you work on campus. These forms show the amounts of income or scholarship money you received from the University.

W-2 Form

- ♦ Taxable wages are reported on a W-2 form.
- ♦ Any wages that exceed the limit exempted by a tax treaty are reported on the W-2.
- ♦ Attach the W-2 to the tax return you file with the Internal Revenue Service (IRS).
- ♦ The University issues W-2s on or before January 31st.

1042S Form

- ♦ Wages that are exempt from taxes under a tax treaty and scholarship payments are reported on a 1042S with these Income Codes:
#15 = scholarship/fellowship (students)
#18 = compensation for teaching and research
#19 = compensation during training (students)
- ♦ Attach the 1042S to your tax return.
- ♦ The University attempts to issue 1042S forms by late January/early February.

File a Tax Return with the IRS by April 15th

You must report your total earned income (as shown on 1042S and W-2 forms) to the Internal Revenue Service (IRS) by filing a tax return on a 1040NR form. The deadline for filing is **April 15th** each year.

Tax Preparation Assistance

Between February and April, the School of Management will offer tax preparation assistance free of charge. For the exact location, dates and times, call the Payroll Office, 545-0218. ☎

Please bring the following documents with you:

- visa
- passport
- tax treaty for this year and last year
- 1042S and W-2 forms
- previous year's federal and state tax returns

QUESTIONS?



Call the Payroll Office,
545-0218.