

Non Resident Alien International Tax Information

INTERNATIONAL TAX OFFICE Vanderbilt University Human Resources

Office Hours

Walk-in office hours:

Tues: 1:30 – 3:30

Wed: 9:30 – 11:30

Contact Information

Email: nratax@vanderbilt.edu

Phone: 615-343-7102

Fax: 615-322-1173

Basic Questions and Answers

Need to drop off forms?

Mail or drop off your Glacier Tax Summary and the forms listed on the bottom portion of the summary.

- Mail to the address listed on the instruction sheet from Glacier
- Drop off at one of the following locations:
 1. HR Express on second floor at 2525 West End Avenue
 2. Student Life Center, Ste 103, 310 25th Avenue South

Will I have to pay US tax?

If you receive any payment other than a scholarship or fellowship grant for only your tuition and books, the payment may be taxable. This means stipends or pay you receive if you work may have U.S. Tax withheld. If any portion of a scholarship is for room and board or travel or anything not for tuition, books and supplies required by the VU for enrollment, these may be taxable. The U.S. and certain other countries have Tax Treaties. If you can claim treaty benefits, you might not be taxed.

If you are here as an F-1 or J-1, you may not be subject to the Social Security Tax.

What do I need to do to be sure I have the right amount of tax?

When International Tax is notified that you will be receiving payments, you will be set up with temporary access codes for Glacier. Glacier is the secure online software used to collect and manage tax information for our International population. You will receive an email from support@online-tax.net, which will contain your Glacier access codes. You must complete the Glacier interview. Once it is complete, you can print the completed forms. Mail signed forms and any listed copies of immigration documents to the address listed in the Glacier instructions or drop off at any of the locations listed. If you have problems completing your Glacier online interview, please email nratax@vanderbilt.edu.

Am I required to update the Glacier interview when my address or status changes?

All individuals who are not U.S. citizens or permanent residents (including those who are counted as resident for U.S. tax purposes) and are receiving any type payments must complete and maintain a Glacier record. This provides accurate tracking of your tax status. Do be sure to change your address, compensation type, immigration status and anything else that changes that is part of your Glacier entry. This includes your departure date. (The address in Glacier is used for your Form 1042s).

Believe your tax is wrong on your paycheck?

- First, review US government tax requirements based on your immigrations status. (See Publication 519 available at <http://www.irs.gov>).
- After reviewing Publication 519, email your situation and any relevant information to nratax@vanderbilt.edu. If necessary, an appointment will be scheduled.

Year End Questions and Answers

- If you have a job and receive a paycheck, you should receive a W-2 at the end of the year (unless earnings are less than treaty benefits).
- If you have treaty benefits or receive a reportable stipend, you will receive a 1042s.
- If you did not have a job, but receive a stipend or other taxable income, you will receive a 1042s.
- If you have a job (no treaty benefits) and also receive a reportable stipend or other taxable income, you will receive a W-2 and 1042s
- If you did not have a job, receive a stipend or have any scholarship or fellowship grants that covered more than tuition and books, you should not receive either a W-2 or 1042s.

Need to request a replacement W-2?

See instructions posted on HR internet site. (Be sure your address is correct in the pay system prior to year end so that your W-2 is sent to the correct address).

Need to request replacement 1042s?

Be sure your address is correct in Glacier before year end. If you have not received your 1042s by March 15th:

- Pick up a Non Resident Alien Tax Form Request at HR Express at 2525 West End , 2nd floor
- Turn in completed form at HR Express or FAX to 615-322-1173
- Pick up replacement 1042s at 2525 West End, Suite 500

Filing your personal income tax returns:

The International Tax Office is not staffed to provide tax advice to you. The following resources may help.

Non-Resident Aliens (for U.S. Tax Purposes)

- We provide a free International Tax preparation program, Cintax, which allows you to prepare your tax return online. You should receive an email from ISSS or OIS around January with a password.
 1. If you do not receive the password by February 28th, please email nratax@vanderbilt.edu.
 2. If you have problems using the Cintax program, please email support@cintax.us
- Resident Aliens (for U.S. Tax purposes) or Permanent Resident.
 1. IRS Publication 519 provides guidance to help you determine if you should file as a nonresident or as a resident for U.S. tax purposes. It is available at <http://www.irs.gov> in the Tax Publications section.
 2. If you are a resident alien for U.S. tax purposes, you are taxed like a U.S. Citizen and have the same resources for filing your tax return. The IRS has help lines. You may purchase any of several commercial tax software programs. There are also tax preparation services. Certified Public Accountants usually provide tax filing services.

Other Questions or Problems?

- Email your question to nratax@vanderbilt.edu. If necessary, an appointment will be scheduled.