Vanderbilt International Services & International Tax (VISIT) is responsible for providing immigration services and international tax services to Vanderbilt’s employees and non-employees receiving any type of payment. If you receive payment of any type from Vanderbilt --- fellowship, scholarship, stipend, wages or salary --- you will need to contact the International Tax Advisors on our International Tax Team. The contact information for our International Tax Team is below:

VISIT International Tax Team  
Location #1: 2525 West End Ave, Suite 500, Nashville, TN  
Location #2: 103 – 25th Ave., S., Nashville, TN (Student Life Center, International Suite)  
Ph: (615) 343-7467  
Fax: (615) 322-1173  
E-Mail: visit@vanderbilt.edu

Walk-In Hours (All Other Times by Appointment Only)  
Monday – Friday 8:00am -11:00am; at 103 25th Ave. S., Nashville, TN (Student Life Center, International Suite)  

**FREQUENTLY ASKED QUESTIONS**

🔍 How does Vanderbilt collect my information to make an assessment of my taxes?  
Vanderbilt uses an online database called International Tax Navigator to collect information to make a tax assessment. International Tax Navigator is the secure online database used to collect and manage tax information for all international persons receiving payment from Vanderbilt.

🔍 I’ve completed International Tax Navigator, where do I send the forms?  
Campus mail or hand-deliver your paperwork to:  
- VISIT- Offices located at:  
  - Student Life Center, International Suite, 310 -25th Avenue S.  
  - 2525 West End Ave., Suite 500  
  - On-campus mailing address is “VISIT, PMB 47710;  
  - HR Express, 2525 West End Avenue, 2nd Floor

🔍 What taxes are paid in the USA?  
There are three federal taxes that are paid in the USA: Social Security Tax, Medicare Tax and Income Tax. Social Security Tax and Medicare Tax together are referred to as FICA.

🔍 Will I have to pay US tax?  
F-1 and J-1 students are exempt from FICA taxes for the first 5 calendar years of status. Additionally, in certain situations, if an F-1 or J-1 continues to be a student for more than 5 years, they can continue to receive the FICA exemption. J-1 non-students (researchers, professors, trainees, etc.) are exempt from FICA taxes for the first two calendar years of J-1 status.
Income tax is paid unless there is an Income Tax Treaty between your country of citizenship and the USA that exempts you from paying income tax. When you complete International Tax Navigator, you will be informed of whether there is a tax treaty that can be applied to exempt you from income tax.

**What do I need to do to be sure I have the right amount of tax?**
When the International Tax team is notified that you will be receiving payments, we will send you an e-mail with instructions on how to access International Tax Navigator. You will receive an email from visit@vanderbilt.edu, which will contain your International Tax Navigator access codes. You must complete the International Tax Navigator questionnaire, then print and sign the completed forms. Mail or drop off the signed forms and any listed copies of immigration documents to the address listed in the International Tax Navigator instructions. If you have problems completing International Tax Navigator please contact us at visit@vanderbilt.edu.

**Am I required to update International Tax Navigator when my address or status changes?**
Yes. Your International Tax Navigator record must remain accurate and changes to your personal information may affect your tax withholding and exemptions. Be sure to update changes to your address, compensation type, immigration status and anything else that changes that is part of your International Tax Navigator entry. This includes your departure date.

**What do I do if my taxes are wrong on my paycheck?**
If you believe your taxes are wrong, please send an e-mail to us at visit@vanderbilt.edu explaining why you believe your taxes have been calculated incorrectly. We’ll review the information and the IRS tax regulations and provide you with an explanation. If a correction is needed, we will explain how the correction will be made. If necessary, an appointment will be scheduled.

**Which tax forms will I receive at the end of the year?**
- If you have a job, receive a paycheck, and don't have a tax treaty benefit you will receive a W-2 at end of the year.
- If you have a job, receiving a paycheck and do have a tax treaty benefit you will receive a 1042-S at end of year.
- If you have a reportable stipend or other taxable income and do have tax treaty benefits you will receive a 1042-S.
- If you did not have a job, but receive a stipend or other taxable income, you will receive a 1042-S.
- If you have a job and also receive a reportable stipend or other taxable income, and don't have a tax treaty benefit you will receive both a W-2 and 1042-S.
- If you did not have a job, and didn't receive a stipend or have any scholarship or fellowship grants that covered more than tuition and books, you will not receive either a W-2 or 1042s.

**Need to request a replacement W-2?**
The W-2 is mailed no later than January 31st of each year. Be sure your address is correct in the pay roll system before the end of the year so that your W-2 is sent to the correct address. If you need to get another W-2 complete the “W-2 Request” form and send the completed form to HR Processing (Payroll). The W-2 Request form is available at this link: https://sitemason.vanderbilt.edu/form/gqWHgo

**Need to request replacement 1042s?**
Form 1042-S will be available through the International Tax Navigator international tax record no later than March 15th of each year. If you did not request electronic delivery of your 1042-S, it will be sent to you by mail. The mail process is limited to non-Vanderbilt persons receiving payments. All Vanderbilt employees, students and scholars will receive their 10420-S electronically through their International Tax Navigator record. Please wait until you receive the 1042-S to file your taxes even if you have a W-2 also (remember, some employees may get both).

If you need a 1042s replacement, please contact visit@vanderbilt.edu and request for the 1042s replacement form.

**How do I get help in preparing my annual tax return?**
VISIT's International Tax Advisors cannot provide personal tax assistance with annual tax filings. We do, however, provide information of community resources that provide taxpayer assistance. This information is provided by e-mail in March of each year. If you need the information before March, please send an e-mail request to us at visit@vanderbilt.edu.
Does VISIT offer workshops or seminars?
Yes. VISIT offers workshops and seminars on a variety of immigration and international tax topics. Topics that are of international tax specific include:

- New International Employee?: Overview of Steps Necessary to Set-Up International Tax Navigator Account; Documentation Required; and Ongoing Maintenance of International Tax Navigator Record
- Overview of Visa Status Types and Payment Eligibility
- Overview of 1042S Income Forms & Procedures & Tax Treaty Exemption

Additional Questions?
Contact an International Tax Advisor at visit@vanderbilt.edu or visit our website at www.vanderbilt.edu/visit.