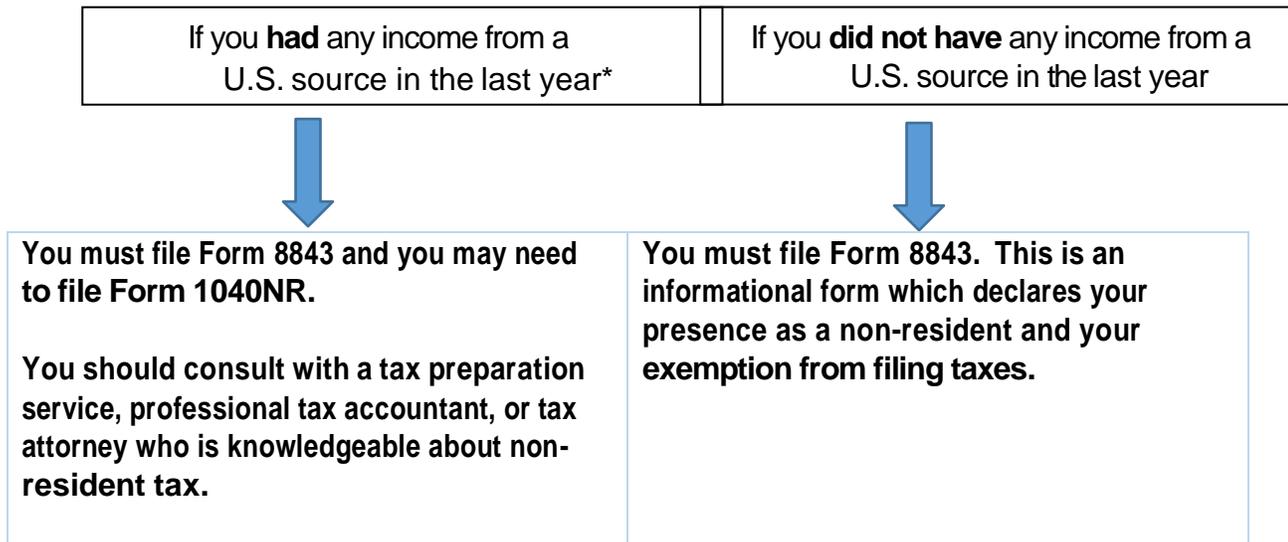


ISP Tax Quick Guide

Disclaimer: ISP staff are not tax experts and cannot provide you with advice on how to file your taxes. Each individual has a unique tax situation and is responsible for his or her own taxes. This sheet is only meant help you get a general understanding of your tax obligations.



**Income may include some types of grants, scholarships, or stipends*

Definitions

W2- form given to an employee which reports annual wages paid and taxes withheld

Form 8843- A "Statement for Exempt Individuals and Individuals with a Medical Condition," this form is required by all nonresidents with F-1, F-2, J-1 or J-2 nonimmigrant status.

Non-resident- A non-citizen who has not passed the green card test or the substantial presence test

Form 1099- form given to a worker to report payment for independent contract work

Form 1040NR- form used by non-residents to file taxes

Warnings

- Be wary of tax preparation software like TurboTax and free tax assistance services which may be intended for resident taxpayers and may not properly handle non-resident tax.
- Avoid scams. Scammers may contact you claiming you owe money to the IRS and/or requesting instant payment to resolve a problem. The IRS will never call you on the phone. Do not give any information over the phone.

FAQs

1. Do I need to file if I didn't work?

Yes, everyone should file something. If you had no income from a U.S. source, you will still file Form 8843. Keep in mind that income does not only include wages. Some scholarships, grants, and stipends, if they are from a U.S. source, may be taxable. You should consult with a professional tax accountant or attorney if you are unsure.

2. What counts as income from a U.S. source?

Aside from wages, income may include gift money exceeding \$14,000, scholarships for non-tuition expenses, and stipends. You should consult with a professional tax accountant or attorney if you are unsure.

3. What if I forgot to file last year?

Filing your taxes is necessary in order to maintain your visa status and not be out of compliance. You can back file your taxes at any time, but you will only be able to claim a refund from the last three years.

4. Can I get a tax refund for my tuition fees?

Only U.S. residents can claim the tax credit for tuition paid at a U.S. school. If you have a social security number, you may see that Form 1098T is available to you in MyPortal, but F-1 students are not eligible to claim this refund and will not need to use this form.

5. How can I get help or additional information?

ISP staff are not tax experts and cannot provide you with advice on how to file your taxes. Below are several suggested resources F-1 students may choose to use for help filing their taxes. Note these services may charge a fee.

- *Galcier Tax Prep (www.glaciertax.com)*
- *Sprintax (www.sprintax.com)*

You may also wish to consult a professional tax assistance service, but you should always identify yourself as an F-1 visa holder and be sure that the person advising you is familiar with non-resident tax laws.

6. What do I put in Section 3, items 9 and 10 on Form 8843 (the address, phone number, and director of De Anza College)?

Item 9: De Anza College, 21250 Stevens Creek Blvd., Cupertino, CA 95015, (408) 864-8705

Item 10: Lloyd A. Holmes, President, 21250 Stevens Creek Blvd., Cupertino, CA 95015, (408) 864-8705