



Nonresident Alien Tax Office
Financial Services
410.704.5269

FEDERAL TAX RETURN FILING - NONRESIDENT ALIENS - FOR 2007 TAX YEAR

The Nonresident Alien Tax Office provides information and tools to guide you in the tax filing process, but the responsibility to file a tax return is yours, as part of your immigration status. Please follow directions carefully, and take the initiative to understand the process. Our staff will only be able to provide assistance on a limited basis.

1. **Must I File?** You must file a federal tax return if:

- You worked in 2007 as a student worker or graduate assistant;
- Had a non-qualified taxable scholarship (which was applied as a charge to your student account);
- You received any other type of payment from Towson University which was reported to the Internal Revenue Service.

2. **Forms.** The forms you will need to file your federal tax return are:

- Form W-2 (which will be mailed no later than 1/31/2008);
- Form 1042-S if you (which will be mailed to you no later than 3/15/2008).
 - Had a tax treaty for 2007;
 - Had a non-qualified scholarship.
- Form 1099-INT, 1099-MISC, 1099-DIV (which will be mailed no later than 1/31/2008).

3. **When to File.** You should not file your tax return until you have received all the required tax reporting documents listed above.

4. **CINTAX.** Nonresident aliens for tax purposes may use a free software program, CINTAX, to complete the tax return. What you should know about CINTAX:

- Can be used to complete Federal tax return only.
- Will automatically fill-in all information on required tax forms.
- Will not submit forms electronically to IRS – you must print them out and mail them.
- Provides instructions on what forms to attach and to which address to mail tax return.
- CINTAX is not a database - tax information entered will not be kept as part of NRA Tax Office records.
- Keep a copy for your tax records, which you will need for future tax filing.

5. **Department Information.** When CINTAX asks for department information, you should complete as:

- Contact: Mary Fortier, NRA Tax Specialist
- Phone: 410.704.5269
- Address: Towson University, 8000 York Road, Financial Services, Towson, MD 21252

6. **Form 8843.** All F-1 Students must file Form 8843, regardless or not if you worked and received income.

7. **Filing Deadline.**

- If you earned any type of income: **April 15, 2008**
- If you did not work or have any income: **June 16, 2008**

Resources:

- NRA Tax Office website: <http://www.towson.edu/nratax>
- IRS website www.irs.gov. All forms and publications available for downloading.
- IRS Publication 519 U.S. Tax Guide for Aliens.
- IRS Publication 901 U.S. Tax Treaties.

Other Information:

- Direct Deposit to your US bank account is generally the fastest way to receive a tax refund.
- Maintain copies of all tax documents and your yearend pay advice/ pay stub.
- *Failure to file a tax return could jeopardize your chances of obtaining approval for future status changes.*
- *If you have not filed a tax return for prior years, you may still do so. Include explanatory letter.*