



Nonresident Alien Tax Office  
Financial Services  
410.704.5269

## **RESIDENT ALIEN TAX FILING INFORMATION**

- 1) Yearend tax statements you receive in the mail:
  - a) **W-2**: statement of compensation or wages earned for the prior calendar year. Provided by Jan. 31.
  - b) **1099**: statement of income from various sources such as personal/consulting services, interest, dividends. Provided by Jan. 31.
  - c) **1042-S**: payments exempt by tax treaty. Provided by March 15.
  
- 2) Federal tax forms to file
  - a) Use Form **1040**, **1040A**, or **1040-EZ** to report income.
    - i) Filing deadline: April 15, 2008.
  
- 3) Use **Free File** to prepare your Federal tax return.
  - a) A free online service from the IRS that lets you prepare and file your tax return electronically.
  - b) For a list of all free file alliance companies, go to: <http://www.irs.gov/app/freeFile/jsp/index.jsp>.
  
- 4) Resources:
  - a) NRA Tax Office website [www.towson.edu/nrtax](http://www.towson.edu/nrtax)
  - b) IRS website [www.irs.gov](http://www.irs.gov). All forms and publications available for downloading.
  - c) IRS Publication 17 Your Federal Income Tax.
  - d) IRS Publication 519 U.S. Tax Guide for Aliens.
  - e) IRS Publication 901 U.S. Tax Treaties.
  - f) IRS Publication 970 Tax Benefits for Education.
  
- 5) Maryland State tax return and **iFile**
  - a) File Form **502** or **503** (*short form*) if you had:
    - i) Income (*including scholarship income*) of \$8,750 or more as a single taxpayer.
    - ii) Income less than \$8,750 **and** had states taxes withheld.
  - b) Use Maryland's free internet filing system **iFile** at: <http://www.marylandtaxes.com>
  - c) Filing deadline: April 15, 2008.
  
- 6) To request duplicate W-2:
  - a) From State of Maryland Central Payroll Bureau (CPB)
    - i) Online: <http://compnet.comp.state.md.us/cpb/>
    - ii) Telephone: 1-410-260-7964
  - b) From Chartwells
    - i) Request by e-mail: [payrolltaxdept@compass-usa.com](mailto:payrolltaxdept@compass-usa.com)
    - ii) Telephone: 1-888-295-7206. Choose option "Payroll/W-2 Forms".
  
- 7) Of Note:
  - a) Direct Deposit to your US bank account is generally the fastest way to receive a tax refund.
  - b) Maintain copies of all tax documents and your yearend pay advice/ pay stub.
  - c) *Failure to file a tax return could jeopardize your chances of obtaining approval for future status changes.*
  - d) *If you have not filed a tax return for prior years, you may still do so. Include explanatory letter.*

The information in this handout is intended only for those affiliated with Towson University's Nonresident Alien Tax Office.