Federal Tax Guide for Non U.S. Residents

Tax Year 2023



Agenda

- > Important Information for 2023 Tax Returns
- > U. S. Source of Income
 - Scholarships
 - Fellowships
 - Tuition Waivers
 - Prizes
 - Stipends
 - Child Care Payment From UW
- > Social Security Number / ITIN
- > Tax Treaty Benefits & Tax Forms
- > Two Different Glacier programs
- > Questions



Important Information

- > Tax due date this year is April 15, 2024
- Solution Services is available to students starting February 10, 2024
- No personal exemption starting in 2018
- > Two Separate Glacier Programs at UW:
 - Glacier Tax Compliance from Payroll office
 - Glacier Tax Prep from ISS Office
- > For employees working overseas, who have a Payroll Office approved Certificate of Foreign Status, their impacted earnings will not be reported to the IRS



Nonresident Alien

Most international students in the U.S. on a visa are considered nonresident aliens.

- > Under special conditions, you may have to file income tax return as a resident alien for tax purpose.
- > Even if you have to file a tax return as a resident, your visa status will not change, you are still a nonresident for immigration purposes.
- > See IRS publication 515 https://www.irs.gov/pub/irspdf/p515.pdf



U.S. Source Income

- > Includes funds received from the University of Washington:
 - W-2: Taxable Wage or Salary Income
 - 1042-S: Scholarships or Stipend Income or wages under treaty benefits
 - 1098-T: May request a copy if qualify to file tax as resident
 - 1099-Misc: Other Income
- > Income from outside the U.S. is not considered in the calculations for U.S. taxes.



U.S. Source Income - Childcare

Childcare funds received from the Financial Aid Office that were disbursed into your student account in 2023 will be counted as taxable income.



U.S. Source Income – Taxable Scholarship or Fellowship Grants

- > Paid to F, J, M, and Q visa holders
- Subject to withholding at a rate of 14% to the extent that the amount awarded exceeds tuition charges and you have a Social Security number
- > Other income (non scholarship) may be subject to rates of federal withholding up to 30%



Scholarships, Awards and Stipends

- > Scholarships, awards and stipends awarded to nonresident alien students are taxable income except when used to pay for:
 - Tuition and fees required for enrollment or attendance
 - Books and fees required for courses
- > If the award is greater than \$3000 in a quarter, SFS will withhold tax at 14% prior to disbursement to student.
- SFS will withhold federal taxes at the year end if scholarship money exceeds tuition and fees
- > A W-8 Ben form is required on file before claiming a tax treaty benefit.

IRS Form W-8BEN

Form W-8BEN

Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding and Reporting (Individuals)

(Rev. October 2021) Department of the Treasury ► For use by individuals. Entities must use Form W-8BEN-E.

► Go to www.irs.gov/FormW8BEN for instructions and the latest information.

OMB No. 1545-1621

a room no	neverue service	Give this form to the withholding	ng agent or payer. Do r	iot sena to the ir	15.
Do NO	OT use this for	n if:			Instead, use Form:
You	are NOT an ind	ividual			W-8BEN-E
You	are a U.S. citize	en or other U.S. person, including a resident alien	individual		W-9
	are a beneficial er than persona	owner claiming that income is effectively connect I services)	ted with the conduct of t	trade or business	within the United States
• You	are a beneficial	owner who is receiving compensation for person	al services performed in	the United States	8233 or W-4
• You	are a person ac	ting as an intermediary			W-8IMY
Note:	If you are resid	lent in a FATCA partner jurisdiction (that is, a Mo	del 1 IGA jurisdiction w	ith reciprocity), c	ertain tax account information may be
		diction of residence.			
Par	t I Identi	fication of Beneficial Owner (see instru	uctions)		
1	Name of indiv	idual who is the beneficial owner		2 Country of c	titizenship
3	Permanent re	sidence address (street, apt. or suite no., or rural	route). Do not use a P.C). box or in-care-	of address.
	Otherstown	tota			Louista
	City or town,	state or province. Include postal code where appr	opriate.		Country
-4	Mailing addre	ss (if different from above)			
-	maning addre	as (ii diliciani nom destro)			
	City or town,	state or province. Include postal code where appr	opriate.		Country
5	U.S. taxpayer	identification number (SSN or ITIN), if required (s	ee instructions)		-
6a	Foreign tax id	entifying number (see instructions)	6b Check if FTIN not	legally required .	
7	Reference nur	mber(s) (see instructions)	8 Date of birth (MM-	-DD-YYYY) (see ir	nstructions)
Par	Claim	of Tax Treaty Benefits (for chapter 3 p	ourposes only) (see	instructions)	
9	I certify that ti	he beneficial owner is a resident of			within the meaning of the income tax
	treaty betwee	n the United States and that country.			
10	Special rates	and conditions (if applicable—see instructions):		claiming the prov	isions of Article and paragraph
		of the treaty identified on line 9	above to claim a	% rate of withhol	ding on (specify type of income):
	EI-I- the	4491	- h #		
	Explain the ac	dditional conditions in the Article and paragraph the	ne beneficial owner mee	ts to be eligible to	r the rate of withholding:
Part	III Certif	ication			
		eclare that I have examined the information on this form and to the b	est of my knowledge and belief it	t is true, correct, and co	mplete. I further certify under penalties of periury that:
• Iam	the individual that	t is the beneficial owner (or am authorized to sign for the s form to document myself for chapter 4 purposes;			
• The	person named on	line 1 of this form is not a U.S. person;			
• This	form relates to:				
		ely connected with the conduct of a trade or business in			
		connected with the conduct of a trade or business in the		eject to tax under an	applicable income tax treaty;
		of a partnership's effectively connected taxable income;			
		nt realized from the transfer of a partnership interest subj			
		1 of this form is a resident of the treaty country listed on line 9 of the		-	aty between the United States and that country; and
		s or barter exchanges, the beneficial owner is an exempt			
disburs	more, I authorize this e or make payments	form to be provided to any withholding agent that has control, of the income of which I am the beneficial owner. I agree that	receipt, or custody of the incor I will submit a new form withi	in 30 days if any certi	eneticial owner or any withholding agent that can fication made on this form becomes incorrect.
Sign	Here	I certify that I have the capacity to sign for the person	identified on line 1 of this fo	orm.	
Jign					
	-	Signature of beneficial owner (or individual author	orized to sign for beneficial of	owner)	Date (MM-DD-YYYY)
	P	rint name of signer			
For Pa	aperwork Redu	action Act Notice, see separate instructions.	Cat. No. 2	25047Z	Form W-8BEN (Rev. 10-2021)



Social Security Number (SSN)

Please review the International Student Services (ISS) website to check your eligibility and the procedures for applying for an SSN:

https://iss.washington.edu/employment/ssn/ When you receive your SSN:

- Submit a copy to Student Fiscal Services or the Registrar's Office
- Update your Glacier Tax Compliance record and attach a copy of your SSN with updated forms when submitting to ISC-Payroll Office



Individual Tax ID Number (ITIN)

If you are not eligible for an SSN:

- >Gather the necessary documents and information to complete the online request for the ITIN support letter from ISS
- >Scan a photo of your UW scholarship/fellowship/grant letter
- >Complete the online request for the ITIN support letter from ISS
- >Allow 15 business days for ISS processing
- >After you receive the ITIN support letter from ISS, review the FAQ on the UW's ITIN office for additional information and next steps.

https://finance.uw.edu/tax/itin-faq



Glacier Tax Compliance Software

Compiles employee foreign national information to determine the accurate taxing of payments through Workday, for foreign national students, faculty and staff.

A secure web-based system that enables Payroll to determine eligibility for tax treaty exemption, OASDI & Medicare (FICA) exemption substantial presence test and tax residency status.

- > Generates an individualized tax summary page and populates the appropriate tax forms. Examples of these forms are the 8233, W-8Ben, and W-4 federal withholding form.
- > You can contact a Payroll Foreign National Specialist at pr-tax@uw.edu.

For more information, visit: https://isc.uw.edu/your-pay-taxes/foreign-nationals/

Tax Treaty Benefit

To claim a tax treaty benefit for Payroll wages and/or scholarship money, you must complete Glacier Tax Compliance web program

- > Submit Glacier Tax Compliance packet with all required documents & forms to:
 - ISC-Payroll Box 359555
- > Treaty Benefits for eligible employees require an SSN or ITIN
- > Treaty benefits require annual renewal
- > Employees eligible for treaty renewals will be notified each November by the ISC Payroll Office



W-2

You may receive this form from your employer if you have a job on campus or off campus.

- > Reports taxable wages & taxes paid, not claimed under a valid tax treaty.
- > Issued before January 31 every year
- > Form W-2 is available in Workday under the "Pay" and then "View" and then "My Tax Documents"



1042-S

You will receive a 1042-S for:

- > Wages claimed under a tax treaty benefit paid through Payroll
- Stipends paid through Payroll
- Scholarship or stipend money that is in excess of tuition fees
 AND is U.S. source of funds

You will **not** receive a 1042-S for:

Scholarship money that is paying tuition & fees only
 OR

> Is not U.S. source of funds

You may receive multiple 1042-S forms, one for each type of income



1042-S

IRS Form 1042-S will be available in Glacier Tax Compliance

- > Electronic notifications are sent late February
- > Paper 1042-S tax forms are mailed by the end of February

Glacier Tax <u>Compliance</u> determines how the University of Washington should tax an individual employee's pay. This is not to be confused with Glacier Tax Prep.



1042-S

Form 1042-S	_		ource Income S	•		_ /	20 2	3 ∟		lo. 1545-00		
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Internal Revenue Service			UNIQUE FORM IDE				NDMENT			evenue S	ervice	
1 Income 2 Gross income code	3 Chapter indicator. Enter "3" or "4"			13e	Recipient's U.S. T	IN, if any		13f Ch. 3 status code				
Code	3a Exemption of	code 4a	Exemption code	_				13g Ch. 4	status co			
	3b Tax rate	. 4b	Tax rate .	13h	Recipient's GIIN	13	Recipient number,	's foreign ta	x identifica	tion 13j l	LOB code	
5 Withholding allowance							number,	ii ariy				
6 Net income				1								
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7c Check if withholding occupartnership interest .	curred in subsequ	ent year with re	spect to a	L								
8 Tax withheld by other age	ents			14a	Primary Withholding	Agent's N	lame (if app	licable)				
9 Overwithheld tax repaid to re	cipient pursuant to	adjustment proce	dures (see instructions)	1								
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10 Total withholding credit	(combine boxes 7	7a, 8, and 9)	,					15 Check	if pro-rata	basis report	ting	
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11 Tax paid by withholding	agent (amounts r	not withheld) (se	e instructions)									
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12e Withholding agent's Glo	obal Intermediary	Identification N	lumber (GIIN)	15h	Address (number	and stree	t)					
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12i Country code 12	zg Foreign tax idi	enuncation num	iber, ii ariy	151	City or town, state	or provin	ce, countr	y, ZIP or io	reign posi	ai code		
12h Address (number and street)			16a	Payer's name				16b Payer's TIN				
12i City or town, state or pr	ovince, country, 2	ZIP or foreign po	ostal code	16c	Payer's GIIN			16d Ch. 3	status code	16e Ch. 4	status code	
13a Recipient's name		13b Recipie	ent's country code	17a	State income tax	withheld	17b Pa	yer's state	tax no. I 1	7c Name	of state	
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13c Address (number and stre	eet)											
13d City or town, state or p	rovince, country,	ZIP or foreign p	ostal code	1								

1098T Form (prepared by UW)

- Nonresident alien students do not qualify for American Opportunity or Lifetime Learning tax credits.
- > You will not receive the 1098T tax form if you have F1 or J1 visa.
- Exception: if you are on a F1 visa and married to a resident or citizen, you may be eligible for a 1098T. Contact us by email: taxquest@uw.edu
- > Payroll tax issues, please email to pr-tax@uw.edu

Always include your <u>student number</u> when emailing or calling



Canadian Tax Form TL11A

Year: 20

Canadä

Tuition and Enrolment Certificate – University Outside Canada

art 1 – Educational institution's certi	fication		A				В	С
Name of educational institution				Session periods]	
			From		То			Number of months for
ddress of educational institution			Year	Month	Year	Month	part-time	full-time
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certify that:								
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out of the total fees paid for the year, \$								
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(Ce formulaire est disponible en français.)

Social insurance number

- > Tuition, Education and Textbook Amounts Certificate
 - University outside Canada
- Include your student number when contacting Student Fiscal Services for help completing the form:
- f2.washington.edu/fm/sfs/tax/canada





TL11A E (23)

Student's signature

IRS Tax Form Filing

Employers & Businesses are required to submit tax data to the IRS

> The most common forms submitted by employers & the UW include Forms W-2, 1042-S, 1098-T & 1099-Misc.

All recipients of these forms are also required to individually file a personal tax return to the IRS summarizing all of their received tax forms. Most nonresident aliens file form 1040NR

The IRS compares employer information submitted against personal individual tax returns

Note: Starting with tax year 2020, IRS Form 1040NR-EZ no longer exists

Glacier Tax Prep

This tax preparation software program is provided for your use by the ISS Office at the University of Washington. It is your personal responsibility as an international student or scholar to file federal tax forms. For more information, visit:

https://iss.washington.edu/resources/money-matters/



- > Visa
- > Passport
- > Form DS-2019, if J status individual
- > Form I-20, if F status individual
- > Social Security or Individual Taxpayer Identification Number
- > Download U.S. Entry and Exit Dates for current and past visits to the U.S. from 'View Travel History' at https://i94.cbp.dhs.gov/l94/#/home
- > Academic Institution or Host Sponsor Information (name/address/phone for Academic Director)
- > Scholarship/fellowship grant letter you may have received (if any)
- A copy of last year's federal income tax return (Form 1040NR or 1040NR-EZ), if you filed a
 federal income tax return last year
- > Forms W-2, 1042-S and/or 1099 (if any)





Tax Form 1040NR

Glacier Tax Prep Program (GTP) provides step by step instructions and assistance with the preparation of the appropriate tax forms. GTP does not electronically file your tax return

In addition, you may read "Who Must File" in the instructions at: www.irs.gov/pub/irs-pdf/i1040nr.pdf

If you need to file a tax return:

- > Use 1040NR tax form from IRS
- > Make sure you print out the tax form and mail it with a copy of the W-2, 1042-S or 1099 Misc.
- > You cannot e-file via online tax programs (ex. TurboTax or H&R Block) when you file as a Nonresident Alien

1040NR

		ec. 31, 2023, or other tax year beginni	ien Income Tax Return 2023 OMB No. 15							arate		
Your first name			Last name					Your identifying number				
rour matriame	and	niddle illitidi	Last name					(see instructions)				
Home address	num	per and street). If you have a P.O. box,	, see instructions.						Apt.	no.		
City town or n	nst o	fice. If you have a foreign address, als	so complete spaces h	nelow		State	- 1:	ZIP cod	6			
only, tomit, or p		noc. If you have a loreigh dudicoo, and	o complete spaces t			Oldio			~			
Foreign country	nam	e	Foreign province/st	ate/county		Foreign postal code						
Filing Status Check only one box.	Single Married filing separately (MFS) Qualifying surviving spouse (QSS) Estate Trust If you checked the QSS box, enter the child's name if the qualifying person is a child but not your dependent:											
Digital Assets	At a	ny time during 2023, did you: (a) recei rwise dispose of a digital asset (or a fi					(b) sell, e			□ No		
Dependents	Our	i wise dispose of a digital asset (of a fi	marcial interest in a c	aigitai asset	/: (Gee mandetions.)		ck the box			_		
see instructions):			(2) Dependent's				d tax credit	Cre	Credit for other			
	\vdash	(1) First name Last name	identifying	number	(3) Relationship to yo	u Onn		d	depend	dents		
f more than four	\vdash		_				H	+	+	1		
dependents, see instructions and	\vdash						H	+	+	-		
check here								+		i		
ncome	1a	Total amount from Form(s) W-2, box	1 (see instructions)				. 1a					
Effectively	b	Household employee wages not repo	orted on Form(s) W-2	2			. 1b					
Connected	C	Tip income not reported on line 1a (s	see instructions) .				. 1c					
With U.S.	d	Medicaid waiver payments not repor			ions)		. 1d					
rade or	е	Taxable dependent care benefits from					1e					
Business	f	Employer-provided adoption benefits Wages from Form 8919, line 6	s from Form 8839, lir	ie 29 .			1f					
Attach	g h	Other earned income (see instructions)										
orm(s) W-2, 042-S.	ï	Reserved for future use										
SSA-1042-S,	i	Reserved for future use					. 1j					
RRB-1042-S, and 8288-A	k	Total income exempt by a treaty from	n Schedule OI (Form	1040-NR), i	tem L,							
nere. Also		line 1(e)			1k							
rttach form(s)	Z	Add lines 1a through 1h					. 1z					
099-R if	2a	Tax-exempt interest 2a			able interest		2b					
ax was vithheld.	3a	Qualified dividends 3a		-	linary dividends		3b					
f you did not	4a 5a	IRA distributions 4a Pensions and annuities 5a		_	able amount able amount		4b 5b		_			
et a Form	6	Reserved for future use	_	_ b lax	able amount		6					
V-2, see nstructions.	7	Capital gain or (loss). Attach Schedule D (Form 1040) if required. If not required, check here										
ion delicito.	8	Additional income from Schedule 1 (Form 1040), line 10										
	9	Add lines 1z, 2b, 3b, 4b, 5b, 7, and 8. This is your total effectively connected income $\ . \ . \ .$										
	10	Adjustments to income from Schedule 1 (Form 1040), line 26. These are your total adjustments to income										
	11	Subtract line 10 from line 9. This is y	our adjusted gross	income			10					
	12	Itemized deductions (from Schedu			tain residents of Ind	a. standa			_			
	_	deduction (see instructions)					12					
	13a	Qualified business income deduction		Form 8995-	A . 13a							
	b	Exemptions for estates and trusts on	nly (see instructions)		. 13b							
	c 14	Add lines 13a and 13b Add lines 12 and 13c					13c					

Mail your tax return form to:

Department of the Treasury
Internal Revenue Service Center
Austin, TX 73301-0215
U.S.A.



ISS Tax Resources

♠ / General Tax Information / Glacier Tax Prep.

Glacier Tax Prep

GLACIER Tax Prep is a tax preparation software program provided for your use by the Office of International Student Services at the University of Washington. It is your personal responsibility as an international student or scholar to file federal tax forms. We hope you find GLACIER Tax Prep useful in fulfilling this obligation and we welcome your feedback on your experience.

GLACIER Tax Prep Complete International Tax Preparation System is a tax return preparation software program designed primarily for nonresident alien students, scholars, trainees, researchers, and other educational immigration statuses to prepare their U.S. federal income tax return – Form 1040NR or 1040NR-EZ. If you are a U.S. resident for tax purposes please do not continue with the login process.

GLACIER Tax Prep is provided for your convenience. You are not required to use GLACIER Tax Prep to prepare your U.S. federal income tax return. The University of Washington does not provide tax advice and therefore disclaims all liability from the misinterpretation or misuse of GLACIER Tax Prep.

You will be asked to create a user account for GLACIER Tax Prep. Do not use your UW NetID or password for this purpose but create a user ID and password that is unique to GLACIER Tax Prep.

Click on the Login button for access to GLACIER Tax Prep

Login

ISS Tax FAQs





IRS Resources



www.irs.gov

IRS Publication 519 – U.S. Tax Guide for Aliens

IRS Publication 515 – Withholding of Tax on

Nonresident Aliens and Foreign Entities



Individual Tax Help

1-800-829-1040



IRS Resources

Great source for:

- Information about tax return preparation
- Tax forms and instructions
- IRS Publications

Help by phone:

- Hotline available to answer questions
- Helps with tax return preparation
- Most documents are easy to print



www.irs.gov

For Non-Resident Tax--IRS Publication 515, 519



Individual Tax Help

1-800-829-1040



IRS Seattle Office

915 Second Ave (Downtown Seattle) 32nd Floor, Federal Building

Hours:

Monday - Friday 8:30 am to 4:30 pm by appointment



At Your Service

Taxpayer Advocate Service

www.irs.gov/advocate (206) 946-3707

- > Serves taxpayers in Washington State
- > Helps if you have tried unsuccessfully to resolve a problem with the IRS
- > Offers special help to taxpayers experiencing a significant hardship due to their tax problems



Other Tax Help

United Tax Way Free Online Tax Help

January 16th – April 21st, 2024

- > 17 locations across King County + virtual tax site
- > No appointment needed

Follow the link below:

FreeTaxExperts.org



UW Free Tax Assistance

HOURS

UW VITA reopens on January 24th, 2024. The site will run from 11:30 am to 2:30 pm on Tuesdays and Thursdays.

LOCATION

University of Washington, Seattle Campus
Dempsey Hall Room 202
4277 NE Stevens Way, Seattle, WA 98195

WHO QUALIFIES

Households making less than \$80,000 can access free tax help and preparation for this tax year

The UW site also helps prepare nonresident returns



UW Tax Resources



For Student Account questions --- contact Student Fiscal Services.

Remember to always provide your Student ID Number.



Student account questions?

Send email to: taxquest@uw.edu



Student Fiscal Services

206-543-4694



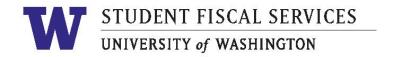
UW student tax website:

f2.washington.edu/fm/sfs/tax





UW Tax Resources



For questions about Form W-2 and Form 1042-S, contact Payroll:



W-2 Form Inquiries

pr-tax@uw.edu



Payroll

206-543-8000



UW ISC-Payroll Website:

https://isc.uw.edu/your-pay-taxes/foreign-nationals/





Contacts



Student Fiscal Services

taxquest@uw.edu 206-221-2609

Payroll Tax & Accounting Integrated Service Center

pr-tax@uw.edu 206-543-8000

International Student Services

206-221-7857

uwiss@uw.edu.

iss. Washington.edu "Have A Question?"

