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International employees and students should make sure their records are accurate before year-end [1]

October 22, 2024 by ES and UIS Communications [2]

As the end of the year approaches, the International Tax Office is preparing to generate the required tax reporting forms for 2024. In addition, the tax team is reviewing 2025 tax requirements for our international employees and students, including determining tax residency and tax treaty eligibility for the new year. Where updates are needed, the tax office will be reaching out to international employees and students by email with specific requests.

Earlier this year, the International Tax Office debuted Sprintax Calculus, an online platform for gathering immigration, tax residency and tax treaty eligibility from international employees and students receiving taxable income.

International employees and students should watch for emails messages throughout the year from cuintltax-noreply@sprintax.com [3] which may ask employees to:

- Activate their Sprintax profile (an activation link will be included in the email).
- Complete profiles that have been activated but are incomplete
- Upload current immigration documents when status has changed or been extended
- E-sign a new tax form to reflect changes of residency status or to continue tax treaty benefits

Employee tasks

Respond to Sprintax email requests

- International employees should watch their email for records review requests from cuintltax-noreply@sprintax.com [3].
- Respond to these requests **as soon as possible**. It is crucial to complete the requested records updates before the end of the tax year.

Verify personal data for tax season

- International employees should ensure their name and Social Security number in the CU employee portal [4] is correct and matches what is printed on their Social Security card.
- International employees and students should keep their mailing address updated through their CU employee [4] or their respective campus's student portal.

Supervisor tasks

- Remind employees to watch for emails from cuintltax-noreply@sprintax.com [3] and to

respond as soon as possible.

Questions? Reach out the International Tax Office

The International Tax Office is dedicated to assisting with navigation of the U.S. tax system.

If an international employee has a question regarding Sprintax Calculus, their specific case and/or circumstances, please ask them to attend the International Tax Office's virtual office hours [5] or email intltax@cu.edu [3].

international tax [6], international student [7], international employee [8], Sprintax [9], taxes [10]
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