Prepare for NRA tax filing software changes, ensure international hires meet with an international tax specialist

January 3, 2020 by Employee Services

Resources available to nonresidents tax filers have changed this year. Learn more about the changes, and make sure your new international hires are aware of their tax obligations by reminding them to schedule their required new employee tax appointment with a professional.

FNTR Discontinuation

On Dec. 31, 2019, Thomson Reuters discontinued its Foreign National Tax Resource (FNTR) tax preparation software. For tax year 2019, the International Tax Office expects to offer access, instead, to Glacier Tax Prep software. Updates on how nonresident alien employees can access a free software license will be emailed directly to eligible employees by the end of February. Updates will also be available at the Employee Services International Tax website.

If you have questions or concerns, please email intltax@cu.edu.

Why do new international hires need to meet with an international tax specialist?

Form W-4 is used to calculate the amount of income tax CU needs to withhold from an employee’s pay. Because restrictions may apply to international employees, they should complete this form only after consulting with an international tax specialist. As with all new employees, until a valid W-4 has been submitted, international employees will be treated as a single filer with no withholding adjustments.

During their required meeting, a specialist will work with international employees to identify their U.S. tax residency status, facilitate any available tax treaty benefits and clarify their personal tax filing requirements. It is ideal for employees to complete their consultations before they receive their first pay. However, delayed appointment availability will not affect their ability to begin working or negatively affect their pay.

Please note that international stipend recipients are also subject to special withholding rules and required to meet with the International Tax Office.

Appointment availability can be two to four weeks out on the calendar, so please direct your new international employees to schedule an appointment with the International Tax Office as soon as possible.

To prepare for their appointment, employees should:
• Bring their passport, I-94 and immigration documents. A Social Security Number is not required for the appointment but if one has been issued it should also be brought to the appointment.
• Plan to review their entire history of presence in the United States, including previous visits in different immigration statuses.

Learn more

For questions regarding international employees' employment eligibility arise, please contact your campus I-9 office.

For more information and to schedule an appointment, visit the Employee Services' international employee webpage [6].

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