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International employees and students: Make sure your records are accurate before year-end [1]

October 30, 2024 by ES and UIS Communications [2]

As the year's end 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 reach 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 treat benefits.

International employee and student tasks

Respond to Sprintax email requests

- 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 request updates before the end of the tax year.

Verify personal data for tax season

- International employees: Ensure your name and Social Security number in the CU employee portal [4] is correct and matches the number on your Social Security card.
- International employees and students: Keep your mailing address updated through the CU employee [4] or respective campus student portal.

Questions? Reach out to the International Tax Office

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

If you have a question regarding Sprintax Calculus, your specific case and/or circumstances, please attend the International Tax Office's virtual office hours [5] or email intltax@cu.edu [3].

year-end [6], international tax [7], Sprintax [8]

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