New to CU as an international employee? Book your required appointment with an International Tax Specialist

January 10, 2019 by Employee Services

Employee Services' International Tax Office strives to be a valuable touchpoint for international employees throughout their CU careers - and it all begins with an International Tax Appointment for new employees.

The University of Colorado requires all new international employees (students, staff, faculty members and researchers) to meet with an International Tax Specialist to determine and document their U.S. tax status. Stipend recipients, paid through the payroll system, should also schedule an appointment.

Prepare for your appointment

During your appointment, a specialist will identify your tax status, explain the tax rules that apply to you, clarify your personal tax filing requirements and help you complete employment related tax forms.

To prepare for your appointment, you should:

- Bring your passport, I-94 and immigration documents (I-20, DS-2019, H1B approval, etc.). A Social Security number is not required for the appointment, but if one has been issued, it should be brought to the appointment.
- Plan to review your entire history of presence in the United States, including previous visits in different immigration statuses.

You should leave the appointment with an understanding of your U.S. tax residency status and personal responsibilities as a U.S. taxpayer.

Schedule your appointment

It's best to schedule an appointment as soon as you are hired at CU and ideally before you receive your first paycheck. However, appointments fill fast, and at our busiest times of the year it may take three to six weeks before an appointment time is available.

If you can't schedule an appointment before receiving your first paycheck, don't worry. Delayed appointment availability will not affect your ability to begin working or negatively affect your pay. (Employee Services will retroactively adjust your pay, when necessary, to ensure it is tax correctly.)

For more information, visit the Employee Services' international employee webpage.
CU to offer Foreign National Tax Resource software in 2019

The International Tax Office will offer Foreign National Tax Resource (FNTR) software to F and J visa students and employees who were enrolled or employed at CU in 2018 and are considered nonresidents for U.S. tax purposes during tax year 2018. This intuitive tax resource and preparation software helps foreign students and workers navigate U.S. tax filing requirements and completing the 1040NR, 1040NR-EZ and 8843 tax forms online. CU’s F and J students and employees will be sent an email in February 2019 with details on how to request a license.

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