

## **New international hires: Schedule your 2020 tax appointments; learn more about tax filing software and resources** <sup>[1]</sup>

December 6, 2019 by [Employee Services](#) <sup>[2]</sup>

Tax season is almost here. If you're a new international employee (student, staff, faculty member or researcher) or stipend recipient, schedule an appointment with an International Tax Specialist to ensure you're prepared. Then, learn more about tax filing software and resources.

### **Why do you 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 your pay. Because restrictions may apply to international employees, you should complete this form **only after consulting with an international tax specialist**. As with all employees, until a valid W-4 has been submitted, taxes will be calculated at the default rate of single and zero withholding allowances.

When you meet with a specialist, they will identify your U.S. tax status, facilitate any available tax treaty benefits and clarify your personal tax filing responsibilities. It is ideal to complete consultations before receiving your first pay. However, delayed appointment availability will not affect your ability to begin working or negatively affect pay.

Appointment slots are limited, so please schedule an appointment as soon as possible <sup>[3]</sup>. If you will not be able to make your scheduled appointment please let us know so we can open the calendar to others.

#### **To prepare for your appointment:**

- Bring your 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 your entire history of presence in the United States, including previous visits in different immigration statuses.

### **2019 tax filing software and resources**

On **Dec. 31, 2019**, the Foreign National Tax Resource (FNTR) tax filing software currently provided to nonresident taxpayers will be discontinued by Thomson Reuters. The International

Tax Office is exploring new options. After **Jan. 1**, updates will be emailed to employees regarding software and resources available for tax year 2019.

**Note:** Employees and students who registered to use FNTR last year will have until **Dec. 31** to access documents and information stored in the system before permanently losing access.

If you have questions or concerns, please email [intltax@cu.edu](mailto:intltax@cu.edu) [4].

## View helpful resources and book your appointment

For additional information and resources, visit the [Employee Services' international employee webpage](#) [5].

[Book your appointment today](#) [3]

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