

**DISCLAIMER:** Princeton staff members in Global Financial Services are not tax preparation professionals and cannot provide tax advice. We recommend that you consult with a professional tax advisor if you need more assistance than what is offered through Sprintax.

## **Frequently Asked Questions (FAQ) for Tax Filing**

### 1. What are the filing deadlines for 2024 tax returns?

Type of U.S. Source Income	IRS Form(s)	Deadline
Taxable Fellowship ONLY	Forms 1040-NR & 8843	June 16, 2025
Wages ONLY	Forms 1040-NR & 8843	April 15, 2025
Wages + Fellowship	Forms 1040-NR & 8843	April 15, 2025
Any Income Partially or Completely Exempt by Treaty	Forms 1040-NR & 8843	April 15, 2025
No Income or Bank Interest ONLY	Form 8843	June 16, 2025

### 2. Is there a penalty if I file after the deadline?

A penalty applies only if the amount of tax withheld from your payments is less than your final tax obligation determined on your tax return. In other words, if you are owed a refund there is no penalty if you file after the applicable deadline. Note that you will lose your refund unless you file within three years following the applicable deadline.

### 3. Do I need to file a tax return if all of my income was exempt under a treaty?

Yes.

### 4. Do I need to file an extension?

Only if your final tax obligation is greater than the amount withheld from your payments. If you are entitled to a refund there is no need to file for an extension. You should therefore prepare your tax return in Sprintax Returns to determine if you will have a balance due. If not, there is no need to file an extension. **Note:** the extension is only an extension of time to file your tax return and not an extension of time to pay. If you have a balance due to the taxing authorities, the payment will need to be made by April 15<sup>th</sup>.

### 5. Can I use Sprintax Returns to file my tax return?

Only students and scholars who are nonresidents for U.S. tax purposes can use Sprintax Returns to prepare their tax returns. Upon completion of your tax return, Sprintax will notify you as to whether you can e-file your return or are required to mail a paper copy. If you are resident for U.S. tax purposes, you cannot use Sprintax Returns. Please see Q&A 19 for information on how to file as a tax resident.

**6. Am I required to use of Sprintax Returns?**

No. Sprintax Returns is a complimentary service provided by Princeton University. You have the option to use any tax preparation program or to seek outside help from a tax advisor.

**7. Where can I obtain the access code for Sprintax Returns?**

The access code will be emailed to you by [globalfin@princeton.edu](mailto:globalfin@princeton.edu) on or before March 1, 2025. If you have not received the access code, please contact us at [globalfin@princeton.edu](mailto:globalfin@princeton.edu).

**8. My access code does not work? What should I do?**

If the access code for Sprintax returns does not work, please contact [globalfin@princeton.edu](mailto:globalfin@princeton.edu) for assistance.

**9. Whom should I contact if I am having issues within Sprintax Returns?**

You should contact [hello@sprintax.com](mailto:hello@sprintax.com) or use Sprintax's 24/7 Live Chat feature.

**10. Is there any guidance/assistance on how to use Sprintax Returns?**

Sprintax provides a number of educational videos on nonresident taxes. You also have access to the [Sprintax YouTube Account](#). These will provide helpful information on nonresident taxes and how to use Sprintax Returns. Sprintax also offers additional useful content on their [blog](#). Finally, Princeton will also offer two Sprintax sessions on February 18, 2025 and March 18, 2025. Please check our website for more details and instructions on how to sign up for these Princeton-only sessions.

**11. I already entered tax information in Calculus. Do I still need to file a tax return?**

Yes. Calculus is not used to prepare the tax return that you are required to file with the tax authorities. It is used by Princeton to determine your tax residency, potential application of any tax treaty exemptions, and other tax items so that Princeton may properly withhold and report payments to you. Sprintax Returns is the program used to prepare your federal and state tax returns that you will file with the tax authorities.

**12. Princeton already withheld taxes from my fellowship, assistantship, campus job wages, prizes, and other taxable payments. Do I still need to file a tax return?**

Yes. Withholding taxes are only estimates or prepayments of your 2024 tax obligation. Your final obligation is determined when you prepare your 2024 tax return in Sprintax Returns. If your tax withholding exceeds your final tax obligation, you will receive a refund of the difference; if your withholding is less than your final tax obligation, you will owe the difference.

13. **I did not receive any U.S income (such as wages, fellowship, assistantship, campus job wages, prizes, or other personal income) during the tax year. Do I need to file a U.S tax return?**

If you were physically present in the U.S. in F, J, M, or Q visa status for the tax year 2024, you will need to complete and submit Form 8843, Statement for Exempt Individuals and Individuals with a Medical Condition. You can use Sprintax Returns to complete Form 8843. Form 8843 cannot be filed electronically with the IRS and therefore must be mailed.

14. **Can Princeton assist me with the preparation of my taxes?**

No. Princeton cannot assist with tax reparation nor provide tax advice. If you need assistance, we recommend hiring a tax advisor. Below are tax advisors that can assist foreign nationals around the Princeton area. You can also select other tax preparation services or advisors. **Note:** Princeton does not have a financial interest in any of these firms and makes no recommendation with respect to the qualifications any advisor. Princeton therefore has no responsibility for which firm you choose and for any tax advice you receive.

Company Name	Phone Number	Address
Lear & Pannepacker, LLP	609-452-2200	719 Alexander Road, Princeton NJ 08540-6325
Thomas Colitsas and Associates	609-452-0889	103 Carnegie Center Drive, #309, Princeton NJ 08540

15. **Can I electronically file my federal tax return through Sprintax Returns?**

If you have a Social Security Number (SSN), you will have the option to electronically file your tax return. If you have an Individual Tax Identification Number (ITIN), or you are applying for an ITIN together with your tax return, then you will need to file a paper copy of your tax return by mail.

16. **Do I have to file a tax return with New Jersey?**

If you earned wages from a job of \$10,000 (filing as single) or \$20,000 (filing as married) or more in the state of New Jersey during 2024, then you must file a New Jersey state income tax return. [New Jersey's tax website](#) has all the information you need to file your tax return.

If you do have a New Jersey filing requirement, you can either file the return through Sprintax Returns or you can prepare and file your NJ state return through the [State's website](#) for online filing. Please make sure you read all the instructions on the website.

17. **I only received fellowship and have no other U.S. source income. Do I need to file a New Jersey tax return?**

No. Fellowship paid by Princeton is not taxable by New Jersey. This is because fellowship: (1) is paid to further your education and training, (2) is not paid for services, and (3) is paid for your benefit rather than for Princeton's benefit.

18. **Sprintax Returns says there is a difference between my federal and state taxable income and that I need to select a reason why this is the case. Why is there a difference?**

Your federal and state taxable income can be different for many reasons. For example, your fellowship may be taxable for federal purposes but not taxable by New Jersey. New Jersey also does not recognize federal tax treaty exemptions for wage income which can cause your state income to exceed your federal taxable income. Certain contributions to employer plans for retirement and medical/dental insurance are exempt from federal income but included as income for New Jersey state tax purposes. Determine which case applies to you and make the appropriate selection from the Sprintax Returns drop down menu.

**19. Sprintax Returns says I am a resident for U.S. tax purposes and cannot use the program. Where should I prepare my tax return?**

If Sprintax Returns determined that you are a resident for U.S. tax purposes, there are several programs that are available to assist with tax return preparation. Some available programs are:

- TurboTax: [TurboTax® Official Site: File Taxes Online, Tax Filing Made Easy \(intuit.com\)](https://turbotax.intuit.com)
- TaxSlayer: [File Taxes Online With TaxSlayer® - E-File Your Tax Returns](https://taxslayer.com)
- IRS : [Free File: Do your taxes for free | Internal Revenue Service \(irs.gov\)](https://www.irs.gov)
- H&R Block : [Tax Filing Options | H&R Block® \(hrblock.com\)](https://hrblock.com)

**20. I am a resident and understand that fellowship should be reported as income on my Form 1040. Where do I find the amount of fellowship I need to report as income?**

You can find the total amount of fellowship you received during 2024 by looking at your pay-slips that are available on Tiger Hub (or the HR Self Service Portal if you are an employee who received fellowship).

**21. Can I file my tax return without an ITIN or SSN?**

No. The IRS will reject your return if you file without an SSN or ITIN.

**22. I received my SSN or ITIN but my tax forms from Princeton (Forms W-2 or 1042-S) do not include my new SSN or ITIN. What should I do?**

You cannot file your 2024 tax return if your tax forms do not include your SSN or ITIN. You will need to complete the following steps:

- Log into Sprintax Calculus and update your Calculus record with your new SSN or ITIN.
- Send an email to [globalfin@princeton.edu](mailto:globalfin@princeton.edu) to request revised tax forms (Forms W-2 and 1042-S) with your new SSN or ITIN.
- You will receive an email from the Payroll Department or Global Financial Services when your new forms are ready. Please allow 2-3 weeks for preparation of the revised forms.

23. **I just received my SSN/ITIN and need new 2024 tax forms prepared to include my SSN/ITIN. But I also received tax forms in prior years without my SSN/ITIN and I am now preparing to file tax returns for those years as well. Do I need new forms for these prior years as well?**

No. Simply prepare your 2024 and prior year tax returns using your new SSN/ITIN. The IRS will process the prior years' returns as long as the tax forms included with your 2024 return contain your new SSN/ITIN.

24. **I requested an amended W-2 Form. Who should I contact to check on the status?**

Please contact Payroll at [payroll@princeton.edu](mailto:payroll@princeton.edu) for a status update on your amended W-2 form.

25. **I requested an amended 1042-S form. Who should I contact to check on the status?**

Please contact [globalfin@princeton.edu](mailto:globalfin@princeton.edu) for a status update on your amended 1042-S form.

26. **My tax form shows my old address. Do I need a new tax form?**

No. There is no problem if the address on your tax form is incorrect. The IRS will accept the form as long as it contains your SSN or ITIN.

27. **How can I check my refund?**

The IRS has a website where you can check your refund status. Please visit [Where's My Refund? | Internal Revenue Service \(irs.gov\)](#), enter the information requested, and the website should provide details as to your refund status.

**Note:** If you filed your return by regular mail, it may take additional time for the IRS website to be updated with your information.

28. **I did not receive my refund. What should I do?**

If it has been more than six months since you filed your return and there is no information shown in the Where's My Refund website, you should contact the IRS at 1-800-829-1040 or the IRS Taxpayer Advocate hotline at 1-877-777-4778.