Information on Campus Jobs and Income Taxes for Graduate Students

NMT, Aug 2015
Job-Related Forms

- Contract (salary) or Student work authorization (hourly)

- I-9 form - Employment Eligibility
  - Once per career at NMT
  - Original versions of documents needed
  - Due by your first day of work

- W-4 form – payroll tax withholding
  - Complete it with your first contract/SWA, then update when life changes (married, children, tax residency changes)
  - New version needed if you’ve had a break in employment

- SS-5 – obtain social security number from federal gov’t office in ABQ
  - Timing is flexible; apply >2 weeks after entering the country

- Direct Payroll Deposit – Electronic deposit to your bank
  - Optional; requires a social security number
  - Submit form to Payroll office in Wells Hall
Income Tax Topics

- International students are classified as resident alien (RA) or non-resident (NRA) for tax purposes
  - Reviewed annually; respond to email question on travel dates
- Soc Sec and Medicare Tax exception when enrolled full time; or if NRA for tax purposes
- Tax Help New Mexico’s free tax return preparation service (location announced in Feb.)
  - State of New Mexico and Federal Tax (IRS) return
  - NRA’s cannot use on-line tax return submission
International students may qualify for a tax treaty that excludes a portion of your wages from taxation.

Tax form 1098-T for RA’s and citizens
- determine taxability of scholarships
- claim education tax credits on tax return

Scholarships, travel and value of prizes for NRA’s may have tax withheld from the payment. These payments are considered “income” by the IRS. Any tax owed is charged to your student account.
Questions?

Theresa Hollis
Federal Tax Compliance Mgr
Room 100, Brown Hall
thollis@admin.nmt.edu

https://www.nmt.edu/ba-tax-students