TAX RETURN REMINDERS:

**DO:**

- Read the instructions
- Make sure you understand the line entries on tax return
- Sign and date your tax return
- Make a copy of the signed tax return for your records
- Attach the appropriate copies of your tax statements (W-2 and/or 1042-S) in the appropriate place on the tax return
- Mail the Federal tax return to appropriate address either Austin or Charlotte
  - *Refund* = Austin, Texas
  - *Owe Taxes* = Charlotte, North Carolina
- Mail Virginia Tax return to Virginia Department of Taxation
  - *Refund* = PO Box 1498, Richmond, VA 23218
  - *Owe Taxes* = PO Box 760, Richmond, VA 23218
- Use the tax return software (Sprintax) provided by Cranwell Center.

**DO NOT:**

- Rely on your friend for an answer – unless they are a US tax professional
- Use your friend’s direct deposit information
- Use your friend’s address
- Put your friend’s name on your tax return
- Mail your Federal and State tax returns together
- Send a 2nd tax return if you are unsure the 1st was delivered
- Send a 2nd tax return if you listed the incorrect tax amount or made an addition error or did not sign the tax return – the IRS will send you a letter – be patient!
- Send a 2nd tax return if you made a significant error; instead the tax return will need to be amended
- Make a payment for a Form 1040 if you filed a Form 1040NR – If additional taxes are owed and you pay online the payment has to match the tax return form

**Other key reminders:**

- USCIS regulations require that F1 and J1 students work no more than 20 hours per work week during the semester
  - Virginia Tech will terminate a student’s position if over 20 hours
- Be aware of tax scams asking for personal information that imitate the IRS of VA Department of Taxation

**Successful Permanent Resident applicants:**

Student and Payroll records must be updated, please contact everyone that applies to your situation:

- Graduate Students – Christina Lapel, Graduate School (chriml7@vt.edu)
- Undergraduate Students – Jessica Littreal, Cranwell Center (jlitt@vt.edu)
- Employees – Payroll Office (payroll@vt.edu)
- Students with taxable Scholarships; Fellowships; Stipends; Assistantships – Kim Myers, Asst. International Tax Specialist (kiharvel@vt.edu)