

Tax Forms Check List 2018—Students

(for 2017 Tax Year)

(Tax returns are due April 17, 2018. ***Make & keep a copy of all tax forms for 3 years.**)

⇒ **Federal/U.S. Tax Forms** (all are available at www.gc-cc.org/programs/tax-assistance/filing-resources)

___ Form 1040NR-EZ or 1040NR (or 1040 or 1040EZ if you are a “resident for tax purposes” = in U.S. 5+ tax years)

___ Form 8843 information return (*every* NR alien must complete this form even if they had no income)

___ W-2 Form(s) (Federal copy; staple to front as indicated, one for each job)

___ 1042-S (scholarship/fellowship and treaty information; copy C; staple under W-2s)

___ Any supplemental information (as for scholarships and wage adjustment; see reverse)

MAIL TO

If you **ARE NOT** enclosing a payment:

Department of the Treasury
Internal Revenue Service
Austin, TX 73301-0215

If you **ARE** enclosing a payment: →

Internal Revenue Service
P.O. Box 1303
Charlotte, NC 28201-1303

Make check
out to:
U.S. Treasury

⇒ **State/Pennsylvania (PA) Forms** (*use black ink and leave cents column blank*)

___ PA-40

MAIL TO

Owe tax: Payment Enclosed, 1 Revenue Place, Harrisburg, PA 17129-0001

Don't owe & no refund: No Payment or No Refund, 2 Revenue Place, Harrisburg, PA 17129-0002

Refund: Refund or Credit Requested, 3 Revenue Place, Harrisburg, PA 17129-0003

___ W-2 Form(s) (state copy; do **NOT** staple; PA work income only)

Make check out to:
PA Department
of Revenue

⇒ **Local Forms** (*F-1 and J-1 visa holders who had 1% local tax deducted need **not file** a local tax return, if a tax other than 1% was withheld, the student must file*)

___ Local Earned Income Return Form (Tax Office address on form)

___ W-2 Form(s) (Local copy; staple to back at top; photocopy as needed)

___ Copy of current visa *plus* Form I-20 *or* DS 2019 *or* tuition receipt

___ Local Services Tax: Refund Application (as needed)

*(Excluding Halfmoon & Benner Twps which are .5%)

MAIL TO

Centre Tax Agency
P.O. Box 437
State College, PA 16804-0437