

Office of the Bursar

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New Student Tax Compliance Notification Sheet

The U.S. government tax authority, the Internal Revenue Service ("IRS"), has implemented strict regulations on taxation and reporting of payments made to non-U.S. citizens. The City University of New York ("CUNY") may be required to withhold U.S. income tax and report to the IRS in connection with "unqualified" scholarship payments made by CUNY to students who are not U.S. citizens or permanent residents and who receive payment for services.

The SPRINTAX TDS Online Tax Compliance System individual record must be completed by all individuals who are not citizens or permanent residents of the United States. **If you are a new student, you will receive an email from noreply@sprintax.com with a password and instructions on how to access SPRINTAX TDS Online Tax Compliance system.** Please contact the Nonresident Alien Tax Specialist if you do not receive the password. If your Individual Record in SPRINTAX TDS has already been completed, additional or updated information may be required. Please complete the information in SPRINTAX TDS promptly upon receipt of your access information. If you have an existing SPRINTAX TDS record, please review and update the current record to reflect all relationships with CUNY.

After completion of the information in SPRINTAX TDS, submit all completed forms / documents (Sprintax TDS Personal Tax Summary, Form I-20, Form I-94/I-94W Card, Visa) to the Bursar Graduate Center on the 8th floor.

Please note: the entire process must be completed within 7 business days of the filing of this notification sheet. If you do not complete the entire process within 7 business days, the maximum U.S. federal income tax rate and all other applicable taxes, will be withheld from all payments. CUNY will not refund any tax withheld if the required tax information has not been provided.

The Nonresident Alien Tax Specialist is located at:

CUNY Graduate Center
Allan Tsang
365 Fifth Ave – Bursar, 8 th floor
New York, NY 10016
atsang@gc.cuny.edu

I have been notified of my requirement to complete certain information in SPRINTAX TDS. I understand that a password and instructions for access to SPRINTAX TDS will be sent to me via email. I have included my email address and phone number below:

<input type="text"/>	<input type="text"/>		
Name (Last)	Name (First)		
<input type="text"/>			
Email Address (PRINT CLEARLY)			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
CUNYfirst ID	Phone number	Date	Signature

Original to Bursar Graduate Center

