

U.S. Citizens and Resident Aliens for Tax Purposes

If receiving a wage, income taxes will be withheld by the University, and the following forms should be completed:

Federal Form W-4 – Employee’s Withholding Allowance Certificate

The worksheet accompanying the W-4 will assist you in determining the number of allowances to claim.

NOTE: You may be exempt from federal income taxes if your income falls below certain levels, for 2008 those amounts are;

\$5,450 of earned income for persons claimed as a dependent on another’s return and no more than \$300 of unearned income (e.g. interest, dividends, capital gains, etc.)

\$8,950 for those who are not dependents

If you are eligible for this exemption and do not want federal taxes withheld complete federal form W-4 by completing the personal information and writing “EXEMPT” on line 7. (Do not claim any allowances on line 5 as this will cancel your exemption.) The exemption expires on February 15th and must be renewed each year.

Generally, all JHU undergraduate and graduate students are exempt from FICA (Social Security tax). However, this exemption is qualified by the condition that a student must be enrolled and regularly attending classes in a full-time course of study, or performing independent research study. Consequently, during the summer months, FICA must be withheld from any student of the University who is not enrolled in a full-time course of study. Postdoctoral fellows and medical residents are **not** exempt from FICA.

State Form MW 507 – Employee’s Maryland Withholding Exemption Certificate

The worksheet accompanying the MW 507 will assist you in determining the number of allowances to claim. Maryland taxes are withheld if you are living and working in Maryland at any time during the year regardless of your home state.

NOTE: You may claim exemption from income taxes if your 2008 income does not exceed \$8,950.

If you are eligible for this exemption and do not want state taxes withheld complete Maryland form MW 507 by completing the personal information and line 3 and writing “EXEMPT” on line 3. (Do not claim any allowances on line 1 as this will cancel your exemption.) The exemption expires on February 15th and must be renewed each year.

If receiving a fellowship, the University does not withhold income taxes; you are responsible for remitting Federal and State estimated tax payments. Fellowship payments are generally taxable income that should be reported on your Form 1040, 1040A or 1040EZ. You will need the following forms:

Federal Form 1040-ES – Estimated Tax for Individuals

State Form Maryland 502D – Maryland Personal Declaration of Estimated Income Tax

Each form includes a worksheet to assist you in calculating your estimated tax payment.

Federal publication 970 – Tax Benefits for Education can be downloaded from the IRS website. This publication will provide some guidance on the tax treatment of scholarship and fellowships.

Please retain your last payroll stub for tax reporting purposes as fellowship and scholarship payments are not reported on Forms W-2 or 1099.

Fellowships payments are not subject to FICA.

Please check our website for additional information and links to the above forms:

www.controller.jhu.edu/depts/tax/index.html

The address on your paycheck is used for W-2's.

To ensure timely receipt of your W-2 please provide payroll (student payroll, or department where you pick up your check) with the address where you would like your W-2 mailed. This can be your permanent address. You may choose instead to elect to receive your Form W-2 electronically. The election instructions are on our website at http://www.controller.jhu.edu/depts/tax/elec_w2.htm.

