



### Types of Tax Forms Sent by the Office of the VPF

Information from HR/Payroll for MIT Administrators, Employees, and Students

After the end of each calendar year, VPF sends several types of tax forms to employees and students, as shown in the table below. Each form is for a different type of income, and it is possible for an employee or student to receive more than one tax form, depending on the type of payments received.

Employees and students need these forms for their annual tax returns, and they are advised to make sure they have *all* of their tax forms before filing their tax returns. Employees or students who have questions about the forms they will receive may contact HR/Payroll or Accounts Payable for assistance.

Tax Form:	Issued for:	Issued by:	Timing:
W-2	<ul style="list-style-type: none"> <li>Salary and wage payments to employees and students (including foreign nationals) excluding wages that are exempt under a tax treaty</li> </ul>	HR/Payroll	Online by last week of Jan. Mailed by Jan 31
1042s (foreign nationals only)	<ul style="list-style-type: none"> <li>Salary and wage payments to employee and student foreign nationals covered by a tax treaty</li> <li>Fellowship payments to employee and student foreign nationals which had federal income tax withheld</li> </ul>	HR/Payroll	Mid-February (estimated mail date)
	Honoraria, prizes and awards, fellowships, non-graduate student salaries, etc.	Accounts Payable	
1099-MISC	Independent contractors, royalties and other income	Accounts Payable	Mailed by Jan 31
1099-R	Pension payments to retirees and Long Term Disability payments	HR/Payroll	Mailed by Jan 31

### Contact Information:

	HR/Payroll	Accounts Payable
Email	<a href="mailto:payroll@mit.edu">payroll@mit.edu</a>	<a href="mailto:Accounts-payable@mit.edu">Accounts-payable@mit.edu</a>
Phone	617-253-4255	617-253-2750
Fax	617-258-9700	617-253-2412
Web	<a href="http://vpf.mit.edu/payroll">http://vpf.mit.edu/payroll</a>	<a href="http://vpf.mit.edu/accounts_payable">http://vpf.mit.edu/accounts_payable</a>

### The following annual tax forms are not sent by VPF. Please contact the issuers noted below.

Tax Form:	Issued for:	Issued by:	Contact Info:
1099-HC	<ul style="list-style-type: none"> <li>Individuals filing tax returns with the state of Massachusetts are required to demonstrate coverage under a health insurance plan via</li> </ul>	Blue Cross Blue Shield	MIT Traditional: 617-253-5979 MIT Choice: 800-882-1093
1098T	<ul style="list-style-type: none"> <li>MIT submits a 1098-T form to the government for each student detailing the tuition amounts</li> </ul>	MIT Student Financial Services	<a href="mailto:fs@mit.edu">fs@mit.edu</a> 617-258-8600