
Filing Taxes

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I don't know what to do

To help JMU's F-1 visa international students and J-1 visa exchange visitors with completing and sending tax forms, the International Student & Scholar Services office is hosting a number of **tax workshops in February through April**. Please check out the [events page](#) for details or contact ISSS.

During one of these workshops **you will need to bring the following**:

- Any letter/mail you will have received in your mailbox which stipulate TAX INFORMATION on the envelope (such as your W-2 or 1042-S form if you worked or earned a scholarship from JMU)
- Your passport
- Your I-20
- Any previous tax documents (such as photocopies of tax forms you completed in the past)

If you have not received a W-2 or 1042-S from a US institution *by mid February*:

- *If you worked for JMU* or received a scholarship from JMU: Go to the [Payroll Office's webpage](#) and follow the instructions
- *If you worked for Aramark* (dining services): Access the W-2 eXpress website: <http://www.w2express.com>. You will first need to enter the Employer Name (or code which is 12323) and then, for security reasons, you will be asked to change your password each time you log in. Once you do so, you will be able to print a copy of your W-2,

Can I complete taxes on my own?

Yes you can!

- ***If you have NOT*** been working in 2016, you need to complete the [8843 form](#). To guide through this process (step by step), open this [pdf document](#).
- ***If you have*** worked and/or received a scholarship (or received a W-2 form and/or a 1042-S form) you will need to use the sprintax software. To guide through this process (step by step), open this [pdf document](#).

If you are not sure how to answer a question or how complete the form, you will need to attend one of the workshops (no assistance will be provided outside of the tax walk-in sessions).