



## 2007-2008 STUDENT TAX FORMS FREQUENTLY ASKED QUESTIONS

**Q: How can I get tax advice or more help filling out the forms?**

A: *The GW Career Center is prohibited from giving any tax advice. We do have a tax professional on staff. Please consult your parents, a tax advisor, the GW Tax Office, or the IRS ([www.irs.gov](http://www.irs.gov), 1-800-829-1040) for help.*

### VISIT THE GW TAX OFFICE in ROME HALL, SUITE 100, 801 22<sup>nd</sup> STREET NW

**Q: How do I know if I can be excused from paying federal taxes?**

A: If you meet the conditions listed on Form W-4, you may be exempt from federal withholding taxes; however, you should consult a tax advisor or your parents about your specific situation.

**Q: If I do have to pay taxes, how do I complete Form W-4?**

A: If you do not qualify to be exempt from federal taxes, you should complete the worksheets on the front and back of Form W-4 or speak with your parents or a tax advisor to determine your correct filing status and allowances.

**Q. Where can I obtain a state tax form?**

A: The Career Center has District of Columbia forms which you can pick up in person or download from our website at <http://gwired.gwu.edu/career>. If you would like to obtain forms for other jurisdictions, please visit <http://www.irs.gov> and look for the link that says "More Forms and Publications." You should find a page where you can choose your jurisdiction and print forms.

**Q. Where will I receive my tax documents (Form W-2) at the end of the year?**

A: Your Form W-2 will be sent by the university to the address that you provide when you complete the W-4 tax form prior to beginning your job. Discuss this with your parents if they are your legal guardians.

**Q: Do I have to file a local tax form and pay local taxes?**

A: You must complete a local/state withholding form for the location in which you reside while you are a student employee. Each state will have different requirements, please review the forms carefully and speak with your parents or a tax advisor to determine your appropriate filing status.

**Q: How often do I need to complete my tax forms?**

A: If you claim exempt from withholdings, you must complete a new W-4 no later than February 17, 2006 or your tax withholdings will be changed to "single" and no allowances. You should also re-do tax forms if you want to change your withholdings or when the address you used on the form changes.

**Q: Am I required to pay FICA and Medicare?**

A: Full- and half-time students who are employed by the university are not required to pay FICA or Medicare.

**Your job is the first step in your professional career. Make the most of it!!  
Questions? Contact the Career Center's Student Employment Line at (202) 994-8046  
Visit our website at <http://gwired.gwu.edu/career>**