



2009-2010 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* since we are not certified tax professionals or accountants. Please consult your parents, a tax advisor, the GW Tax Office (<http://www.gwu.edu/~tax/student.cfm>) or the IRS (www.irs.gov or 1-800-829-1040) for help.

VISIT THE GW TAX DEPT. in ROME HALL, SUITE 100, 801 22nd 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, Virginia, and Maryland 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 select 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.

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, so 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 every year 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>**