Grad Taxes 101

The basics!
Agenda

- Why are we talking about taxes?
- How is my income from Stanford Reported
  - Payroll/W-2’s
  - My student account/1098-T
- Where to find information - Axess
- Filing your tax returns
  - 1040
- What comes next?
  - W-4
  - Estimated Tax Payments

Disclaimer:

The items presented here are for general information only and do not constitute tax advice. The University does not endorse nor independently confirm the information presented. The University encourages students to seek qualified tax counsel when appropriate.

International Students:

https://bechtel.stanford.edu/practical-matters/taxes
Things to Remember

• Tax Year and Academic Year DO NOT line up!
  ➢ 2018 Tax Year (for which taxes are due on April 15, 2019):
    January 1, 2018 – December 31, 2018
    ➢ Winter, Spring and Summer quarters from the 2017-2018 Academic Year
    ➢ Fall quarter of the 2018-2019 Academic Year

• As a graduate student, there are two main ways you may receive income from the University:
  ➢ Payroll (Assistantship Salary, Hourly Pay)
  ➢ Your Student Account (Stipends)
Payroll

- Salary and/or hourly pay are paid to you on the 7th and 22nd monthly and taxes are withheld
- Calendar year payments are summarized after the end of the year on a W-2 (available to you via Axess)

Remember – Tax Year and academic year are different; Salary earned from December 16 – 31 will be paid on January 7 and be on the next year’s W-2.
How to find your W-2 in Axess

- My Axess > Taxes > W-2 Form
Student Account

- Funding from fellowships (scholarships, grants, stipends) can be disbursed to you at any time, but usually at the start of a quarter, and taxes are not withheld (exception for non-residents)

- This funding and all payments toward qualified educational expenses will be summarized after the end of the calendar year on a 1098-T (available to you via Axess)

  - International students do not receive the 1098-T

- The purpose of the 1098-T is to document your eligibility for the American Opportunity Credit or the Lifetime Learning Credit – not to document your taxable income. This is only applicable if you are paying your own tuition. (If your department is paying your tuition, this form is probably just for your files.)
1098-T

- The 1098-T is a Tuition Statement and **not an Income Statement**.
  - Stanford is reporting on “Amounts Paid” for Qualified Tuition and Tuition Related Expenses in Box 1
  - All Fellowships and Grants provided by Stanford and by governmental and private entities (that Stanford disbursed) are reported in Box 5
How to find your 1098-T in Axess

- My Axess > Student Financials Snapshot > Taxes > View/Grant 1098-T
How to find income information in Axess

- My Axess > Student Financials Snapshot > Graduate Financial Support > View Financial Support
- The items on the “stipend” line may be taxable
- The items on the “salary” line will be reported on a W-2
- The items on the “tuition” line are not taxable if you are enrolled in a degree seeking program
### Graduate Aid Summary

**Student Account**

<table>
<thead>
<tr>
<th>Aid Year</th>
<th>2018: Oct 2017 - Sep 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FLSHP Stipend (STP)</strong></td>
<td>$3,306.00</td>
</tr>
<tr>
<td><strong>ASSIST Salary (AST)</strong></td>
<td>$10,116.00</td>
</tr>
<tr>
<td><strong>Tuition Allowance (TUT + TAL)</strong></td>
<td>$10,020.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$24,042.00</td>
</tr>
</tbody>
</table>

**AID SEQUENCE**

<table>
<thead>
<tr>
<th>ASSIST TYPE</th>
<th>HOURS</th>
<th>AUTUMN</th>
<th>WINTER</th>
<th>SPRING</th>
<th>SUMMER</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>FLSHP Stipend (STP)</td>
<td></td>
<td>$3,306.00</td>
<td>$2,306.00</td>
<td>$6,526.00</td>
<td>$0.00</td>
<td>$12,138.00</td>
</tr>
<tr>
<td>ASSIST Salary (AST)</td>
<td></td>
<td>$10,116.00</td>
<td>$10,116.00</td>
<td>$9,684.00</td>
<td>$8,070.00</td>
<td>$37,986.00</td>
</tr>
<tr>
<td>Tuition Allowance (TUT + TAL)</td>
<td></td>
<td>$10,020.00</td>
<td>$10,020.00</td>
<td>$10,620.00</td>
<td>$10,620.00</td>
<td>$42,480.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td>$24,042.00</td>
<td>$23,042.00</td>
<td>$26,630.00</td>
<td>$18,690.00</td>
<td>$92,604.00</td>
</tr>
</tbody>
</table>

**Payroll/W-2**

**Winter, Spring, Summer plus Autumn = Tax Year**

<table>
<thead>
<tr>
<th>Aid Year</th>
<th>2019: Oct 2018 - Sep 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FLSHP Stipend (STP)</strong></td>
<td>$3,136.00</td>
</tr>
<tr>
<td><strong>ASSIST Salary (AST)</strong></td>
<td>$10,146.00</td>
</tr>
<tr>
<td><strong>Tuition Allowance (TUT + TAL)</strong></td>
<td>$10,990.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$24,272.00</td>
</tr>
</tbody>
</table>

**AID SEQUENCE**

<table>
<thead>
<tr>
<th>ASSIST TYPE</th>
<th>HOURS</th>
<th>AUTUMN</th>
<th>WINTER</th>
<th>SPRING</th>
<th>SUMMER</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>FLSHP Stipend (STP)</td>
<td></td>
<td>$3,136.00</td>
<td>$12,132.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$15,268.00</td>
</tr>
<tr>
<td>ASSIST Salary (AST)</td>
<td></td>
<td>$10,146.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$10,146.00</td>
</tr>
<tr>
<td>Tuition Allowance (TUT + TAL)</td>
<td></td>
<td>$10,990.00</td>
<td>$10,990.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$21,980.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td>$24,272.00</td>
<td>$23,122.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$47,394.00</td>
</tr>
</tbody>
</table>

**AID LINE STATUS**
Account History/Details

- Student > Finances > View Account

You can use this tool to make a spreadsheet for yourself of all of your “income” – fellowship, scholarships and grants – and all of your expenses (tuition, fees, other course-related expenses.
**Account Activity**

**Total Account Balance**: 28319.15

**View by**

- **From**: 01/01/2001
- **To**: 03/26/2019
- **Select Term**: 1184 2017-2018 Winter

1. Choose a term
2. Click GO
3. Download to Excel

**Transactions**

<table>
<thead>
<tr>
<th>Posted Date</th>
<th>Item</th>
<th>Term</th>
<th>Charge</th>
<th>Payment</th>
<th>Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/04/2018</td>
<td>Payroll Deduction Payment</td>
<td>2017-2018 Winter</td>
<td></td>
<td>690.83</td>
<td></td>
</tr>
<tr>
<td>03/21/2018</td>
<td>Payroll Deduction Payment</td>
<td>2017-2018 Winter</td>
<td></td>
<td>690.83</td>
<td></td>
</tr>
<tr>
<td>03/16/2018</td>
<td>Refund/Stipend Check</td>
<td>2017-2018 Winter</td>
<td></td>
<td></td>
<td>593.16</td>
</tr>
</tbody>
</table>

**Stanford University**
What other forms might you receive?

- W-2 Forms from other employers for work outside of Stanford
- 1099 Forms for interest or investment income/dividends
- 1099 MISC Forms for income as a contractor
- 1095-B provides proof of medical coverage as required under ACA – to be retained in your records

For those with Cardinal Care if you didn’t receive one you can go to
https://www.healthnet.com/portal/home/content/iwc/home/articles/form_1095B.action
Resources for Filing

- Federal Internal Revenue Service
  - IRS Free File if your adjusted gross income is ~$66,000 or less
  - Publication 970: Tax Benefits for Education

- California Franchise Tax Board
  - [https://www.ftb.ca.gov/](https://www.ftb.ca.gov/)

- Stanford – Taxes 101
  - [https://sfs.stanford.edu/tax-info](https://sfs.stanford.edu/tax-info)
Qualified Educational Expenses – Quoted from IRS Pub 970

For purposes of tax-free scholarships and fellowship grants, these are expenses for:
• Tuition and fees required to enroll at or attend an eligible educational institution; and
• Course-related expenses, such as fees, books, supplies, and equipment that are required for the courses at the eligible educational institution. These items must be required of all students in your course of instruction.

Qualified education expenses don't include the cost of:
• Room and board,
• Travel,
• Research,
• Clerical help, or
• Equipment and other expenses that aren't required for enrollment in or attendance at an eligible educational institution.
What comes next?

- If money was owed, did you have enough withheld?
  - For wages/salary, review your W-4
  - For stipends, plan to make estimated tax payments (1040-ES)
    - 1st qtr (Jan 1 – Mar 31): April 15
    - 2nd qtr (Apr 1 – May 31): June 15
    - 3rd qtr (June 1 – Aug 31): Sept 15
    - 4th qtr (Sept 1 – Dec 31): January 15

- If you received a refund, did you have too much withheld?
  - Review your W-4

*Keep a copy of your tax returns and supporting documentation for at least 3 years!*
Reminder!
https://financialaid.stanford.edu/grad/funding

Stanford Support programs for graduate students:
• Graduate Family Grant
• Emergency Grant-In-Aid
• Graduate Student Aid Fund
• Graduate Housing Loan
Stanford University’s Financial Literacy Program

Kelly Takahashi
Program Director

Erika Topete ’12
Associate Director

Angela Amarillas ‘97 MA ’01
Program Manager
Mind Over Money Core Resources

- Academic Course
- Online Resources
- 1:1 Coaching
- Events & Workshops

HAVEN MONEY
for Stanford students

- BANKING
  - Banks
  - Credit Unions
  - Emergency Fund
  - Money Market Fund/Accounts

- PAY & COMP
  - Benefits
  - Bonuses
  - Taxes
  - Unemployment

- CREDIT
  - Credit Cards
  - Credit Score
  - Credit Utilization
  - Credit History

- INSURANCE
  - Auto
  - Renters
  - Health
  - Cardinal Care

- INVESTING
  - ETFs
  - Mutual Funds
  - Capital Gains
  - Retirement

- SCHOOL DEBT
  - Student Loans
  - Unsubsidized
  - Exit Counseling
  - Repayment
Mind Over Money Financial Coaches

Financial coaching strives to help students develop skills and behaviors they can improve upon independently over time. Coaching sessions are entirely free to Stanford students.

2018-19 Coaches

Marcus Alexis '83
Institutional Development Officer
Stanford Global Advisors

Armon Asgari
Financial Analyst
Stanford Financial Management Services

Mary Bechler '82
Senior Associate Dean, Finance 
and Administration
Purdue University

Peter Brahm
General Manager
Cron Tech, LLC

Filter by their unique perspective
- Undergraduates
- Graduates
- First-Generation
- Low-Income
- International
- Athletes
- Transfers
- Children
- Disabilities
- Military

Go  Reset

UNIQUE PERSPECTIVE
- GRADUATES
- FIRST-GENERATION
- UNDERGRADUATES
- FIRST-GENERATION
- GRADUATES
- INTERNATIONAL
- LOW-INCOME
- CHILDREN

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