



FISCAL INFORMATION FOR POST-DOCTORAL FELLOWS AND ASSOCIATES

All appointees with a post-doctoral fellowship or post-doctoral associate position paid by MIT will be paid monthly on the last business day of the month.

General Tax Information

Post-Doctoral Fellows (PDFs)

- Post-doctoral fellows receive a monthly fellowship stipend from a U.S. or foreign source of funding.
- Fellowship stipends disbursed by MIT, except for foreign-sourced fellowships, are subject to federal and state income taxes but not to Social Security or Medicare taxes. MIT (the disbursing agent) is not allowed to withhold income taxes from stipends, except stipends for foreign nationals on visas (non-resident aliens). See below.
- Foreign-sourced fellowships are not subject to any U.S. taxes. MIT will not withhold any taxes from foreign-sourced stipends.
- PDFs do not need to fill out the tax withholding forms (W-4/M-4) on SAPweb Employee Self Service. However, you should fill out your direct deposit information, so that your stipend is deposited directly in your bank account on payday: <https://atlas.mit.edu/atlas> (go to Self Service / My Money / ePaystubs) Note 1
- Please see "For Further Assistance" below for where to find information on estimated tax and other tax-related topics.

For U.S. citizens and permanent residents	For foreign nationals on visas (Non-resident aliens)
<ul style="list-style-type: none"> • Tax regulations do not allow MIT to withhold federal and Massachusetts income taxes from your Fellowship stipend, even though the stipend is taxable. • Therefore, you should consider making estimated federal and state payments directly to the IRS and the state. • Your stipend is not subject to Social Security or Medicare taxes • You will not receive any tax form from MIT. 	<ul style="list-style-type: none"> • Federal income tax is withheld from post-doctoral Fellowship stipends at a flat rate depending on your visa type (14% for Fellows with an F-1 or J-1 visa, 30% for all other). • State tax is not withheld, and it is your responsibility to determine your state income tax liability and make estimated tax payments directly to the state, if necessary. • Your stipend is not subject to Social Security/Medicare taxes • You will receive tax form 1042S from MIT. • You may be eligible for a federal tax exemption if your home country has a tax treaty with the U.S. Please see "Tax Treaties," below.

Post-Doctoral Associates (PDAs)

- Post-doctoral associates are taxed as employees, meaning your payments are subject to federal and state income taxes, as well as Social Security and Medicare (FICA) taxes.
- MIT is required to withhold federal and state income taxes and FICA taxes from PDA payments.
- Therefore, PDAs should submit the necessary federal and Massachusetts tax withholding forms on-line so that HR/Payroll receives your withholding information <https://atlas.mit.edu/atlas> (go to Self Service / My Money / Tax Withholding)Note 1
- It is important for you to fill out withholding forms (W-4/M4) by HR/Payroll's Monthly Employment Transactions cutoff date for the month in which your appointment begins. The schedule is at: http://vpf.mit.edu/calendar_schedules/schedules/payroll_monthly_closing
- If HR/Payroll does not receive your withholding forms by the cutoff date, your tax withholding for that month's payment could be higher than if you had submitted the forms. HR/Payroll cannot adjust your tax withholding for prior months' payments retroactively.
- You should also fill out your direct deposit information. Please select Direct Deposit, just below Tax Withholding.

For U.S. citizens and permanent residents	For foreign nationals on visas (Non-resident aliens)
<ul style="list-style-type: none"> • You will receive tax form W-2 from MIT. 	<ul style="list-style-type: none"> • You may be eligible for a federal and state tax exemption if your home country has a tax treaty with the U.S. Please see "Tax Treaties," below. • <i>PDAs with a tax treaty:</i> You will receive tax form 1042S from MIT, and, if your payments exceed the tax treaty exemption limit, you will also receive a W-2 for the excess amount. • <i>PDAs without a tax treaty:</i> You will receive a W-2 tax form.

Note 1: Before entering your tax information or direct deposit information, please make sure you obtain a web certificate at the following address: <https://ca.mit.edu/ca/>.

Please note that MIT can only provide general information and cannot provide you with specific information about your individual tax situation.

Tax Treaties: Tax treaties for Fellowships exempt the post-doctoral fellow from federal taxes on their fellowship stipend up to the tax treaty exemption limit (if there is one.) Tax treaties for Teacher/Researchers exempt the post-doctoral associate from federal and state taxes on their associate payments up to the tax treaty exemption limit, (if there is one). Withholding rates for payments in excess of the exemption limit are the same as those for Fellows or Associates without tax treaties.

Tax treaty rules vary by country and treaty type, and there are different treaties for fellowships (PDFs) and teachers or researchers (PDAs). A list of available tax treaties is at <http://vpf.mit.edu/site/payroll/resources#4436>. If you think a tax treaty applies in your case, please visit HR/Payroll (NE49-3131) to fill out the appropriate forms to claim the tax treaty exemption. In order to complete these forms, you must be able to supply a social security number or individual taxpayer ID number.

Please contact Marsha Dailey in HR/Payroll at 617-253-2799 or by email mdailey@mit.edu if you have questions regarding fellowship taxation or tax treaties. HR/Payroll walk-in service hours are 9:30am – 4:30pm M-F, except holidays.

Fellowship (PDF) tax treaties cover you for 3 calendar years from the date you fill it out. Teacher/Researcher (PDA) tax treaty forms must be submitted every calendar year. Post-doctoral associates should be sure to check with HR/Payroll in early January (before your January payment) to see whether you are eligible for a tax treaty for the new year.

For Further Assistance:

- For information on estimated federal tax, please see Chapter 2 of [Publication 505](#) *"Tax Withholding and Estimated Tax"*, which describes who must pay estimated tax, and how to do it. Federal forms can be found at www.irs.gov, and state forms can be found at www.dor.state.ma.us.
- For foreign nationals, the International Scholars Office provides access to tax publications and tax preparation websites specifically designed for international scholars. Their website is at <http://web.mit.edu/scholars/>.
- If you have questions, please contact HR/Payroll for assistance at payroll@mit.edu or 617-253-4255. HR/Payroll walk-in service hours in NE49-3131 are 9:30am – 4:30pm, Monday – Friday, except Institute holidays.

Please note that MIT can only provide general information and cannot provide you with specific information about your individual tax situation.