

Payroll Information for Graduate Students

Pay Frequency

All graduate students with an MIT Fellowship, Research Assistantship (RA), or Teaching Assistantship (TA) are paid semimonthly on the 15th of the month and on the last day of the month. If either falls on a weekend or holiday, the pay date is the business day that precedes that weekend or holiday.

Tuition

The amount paid for tuition from a Fellowship, RA, or TA award is not considered income to the student. Students will receive a Form 1098-T from [Student Financial Services](#) reporting amounts paid for tuition at year-end.

Fellowship Stipends

For All Fellows

Funds from fellowship stipends spent on *qualified expenses* are not subject to federal or state taxes. Qualified expenses include tuition, fees, and other related expenses specifically required by MIT in order to complete a degree. See **Resources** at the end of this document for information on qualified expenses and estimating taxes.

Portions of stipends used for personal items and living expenses such as clothing, food, rent, and transportation are subject to federal and state income taxes.

Fellows should arrange to have their stipend deposited directly in their bank account. To set up direct deposit:

- Visit atlas.mit.edu*
- Select **About Me** from top red navigation
- Select **Money Matters/Direct Deposit Preferences**

*Access to Atlas requires an MIT web certificate. Install a certificate using the [Information Systems & Technology website](#).

For U.S. Citizen, Permanent Resident, and Resident Alien Fellows

- Tax regulations do not allow MIT to withhold federal and state income taxes from the fellowship stipend.
- Fellows should consider making estimated federal tax payments to the Internal Revenue Service (IRS) and Massachusetts state taxes to the Massachusetts Department of Revenue.
- Fellows do not receive any tax withholding forms from MIT. Fellows can reference the last paystub of the calendar year to determine the full amount paid for reporting on their personal tax return.

For International Non-Resident Alien Fellows

- MIT withholds federal income tax from fellowship stipends at a flat rate depending on the student's visa type (14% for students with an F-1 or J-1 visa, 30% for all others).
- MIT does not withhold state income taxes. Fellows should determine their home state tax liability and make estimated tax payments to the state if necessary.
- Fellows will receive Form 1042-S from MIT.
- Fellows may be eligible for a federal tax exemption if the student's tax residency country has a tax treaty with the U.S. See **Tax Treaties** below.

Research Assistants (RA) and Teaching Assistants (TA)

For All RAs and TAs

- RA and TA payments are subject to federal and state income taxes. Graduate student payments are exempt from Social Security and Medicare taxes (also known as FICA taxes).
- MIT is required to withhold federal and state income taxes from assistantship payments. RAs and TAs will receive Form W-2 from MIT.
- RAs and TAs should fill out federal and Massachusetts tax withholding forms. To fill out the forms:
 - Visit atlas.mit.edu*
 - Select **About Me** from top red navigation
 - Select **Money Matters/Tax Withholding**
- RAs and TAs are required to have their stipend deposited directly in their bank account. To set up direct deposit:
 - Visit atlas.mit.edu*
 - Select **About Me** from top red navigation
 - Select **Money Matters/Direct Deposit Preferences**

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For Foreign National RAs and TAs

- Research and teaching assistants may be eligible for federal and state tax exemptions if the student's tax residency country has a tax treaty with the U.S. See **Tax Treaties** below.
- Assistants with a tax treaty will receive Form 1042-S from MIT for the amount covered by the treaty. Students without tax treaties, or with the assistantship payments exceeding the tax treaty exemption limit, will receive a Form W-2 for the taxable portion.

Tax Treaties

- Tax treaties for international student fellows exempt the fellowship stipend pay from federal tax withholding up to the treaty exemption limit, if the treaty has a limit.
- Tax treaties for research/teaching assistants exempt the assistantship compensation from federal and state taxes up to the treaty exemption limit, if the treaty has a limit.
- Withholding rates for payments in excess of the exemption limit are the same as those for Fellows or Assistantships without tax treaties.
- Tax treaty rules vary by country and treaty type. There are different treaties applied to fellowship stipends and RA/TA compensation. View a [list of U.S. Tax Treaties on the VPF website](#).
- Fellows and RAs/TAs are required to use the Sprintax Calculus application to determine if a tax treaty exemption applies to their situation. To be eligible for a tax treaty the Sprintax application requires a Social Security number or individual taxpayer ID number. All documentation generated by Sprintax Calculus must be reviewed and signed. Sprintax offers electronic signature functionality and the ability to save all forms on the secure site.
- Sprintax Calculus profiles are created by MIT Payroll. If a student has not received a Sprintax access email from noreply@sprintax.com soon after the start of their MIT paying appointment, they can email nratax-payroll@mit.edu to request access to Sprintax Calculus.
 - Contact the VPF HR/Payroll Foreign National Payroll and Tax Administrator at nratax-payroll@mit.edu for assistance with your tax treaty eligibility and answers to most questions about your Sprintax Calculus profile.
 - If you require further assistance, you can request a virtual appointment with the Foreign National Payroll and Tax Administrator. Visit the [Atlas Service Center website](#) and scroll to Tax Treaty Guidance/Schedule an Appointment.
- Tax treaty forms must be submitted every year. VPF HR/Payroll sends emails in early January when the Sprintax Calculus profiles for the new tax year are available and reminder emails throughout the year. Many emails are generated from the Sprintax application and will be sent out from noreply@sprintax.com. Your Sprintax Calculus profile must be completed and kept up to date to ensure correct tax withholding and issuance of annual tax forms.

Resources

- MIT can provide general tax information but cannot give personal tax advice or assistance.
- The [MIT International Students Office](#) provides access to tax preparation software from Glacier that is designed for international students.
- Tax Benefits for Education [IRS Publication 970](#) addresses a variety of issues related to graduate students and their tax obligations.
- [IRS Publication 505 Chapter 2](#) describes who must pay estimated tax.
- Find U.S. federal tax forms on the [Internal Revenue Service \(IRS\) website](#).
- Find Massachusetts state tax forms on the [Massachusetts Department of Revenue website](#).

Contact

HR/Payroll Service Center
617-253-4255
payroll@mit.edu
