Important Tax Information from Accounting Services
The University receives and sends many tax forms, especially this time of year. Contacts for the various tax forms are listed below.

Tax forms issued by the University:

W-2 Statement of Wages (to employees)
Contact: Payroll Office 1-7362

1098-T Tuition Payments Statement (to students)
Contact: Student Accounts 1-5224

1098-E Student Loan Interest Statement (to students)
Contact: Student Loans 1-3125

1099-K Payment Card and Third Party Network Forms
Contact Accounting Services, Veronica Hudgins 1-5337, fax 7-7261
Forward to:
Accounting Services, 619 Clark St, Evanston Campus, Attn: Veronica Hudgins

1099-MISC Miscellaneous Income (to various independent contractors, attorneys, others)
Contact: Accounting Services 1-5337

- 1099-MISC is issued by the University to individuals reflecting cumulative payments for services, or awards totaling $600 or more for the calendar year, and royalties totaling $10 or more for the calendar year. They are generated by NU Financials to individuals and attorneys who are coded as taxable vendors and have received taxable payment.

- Reimbursements of expenses are not taxable and should be paid on a non-taxable expense code, such as 75015 Professional Services Reimbursement or 76710 General Travel.
- Contact Accounting Services at 1-5337 with questions.

Tax forms received by the University:

W-9: Request for Taxpayer ID (the University is being asked for its taxpayer identification number by an outside vendor)
Contact: Accounting Services, Veronica Hudgins 1-5337, fax 7-7261
Or forward these forms to:
Accounting Services, 619 Clark St, Evanston Campus, Attn: Veronica Hudgins

1099-K: Payment Card and Third Party Network Forms

1099-MISC: Miscellaneous Income

1099-DIV: Dividend Income (information on payments made to the University by outside entities)
Forward these forms to:
Accounting Services, 619 Clark St, Evanston Campus, Attn: Veronica Hudgins

Contact: Accounting Services at 1-5337