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**Accounting Services**

Northwestern University  
619 Clark Street, Room 223  
Evanston, Illinois 60208

Phone 847-491-5337  
Fax 847-467-7261

**Tax year 2014**



**NORTHWESTERN**  
UNIVERSITY

## **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