

Important Notice: FICA Exemption Requests for Fall 2020 for Eligible Students

What is a FICA Exemption?

FICA (Federal Insurance Contributions Act) taxes are imposed on all wages paid or received with respect to employment. Payments to employees for services are generally subject to FICA tax unless there is an exemption.

However, FICA taxes do not apply to services performed by certain eligible students employed by a school, college, or university where the student is pursuing a course of study. If the employee is enrolled and regularly attending classes at the school in pursuit of an educational credential as his/her primary purpose for being there, FICA taxes will not apply to such employee's compensation.

International Students

As you may know, CUNY has replaced Glacier with Sprintax TDS effective January 1, 2020. Sprintax TDS helps international students (also known as non-resident aliens) to maintain tax compliance. The Graduate Center's Office of International Students has provided international students with a Sheet, which explains how you can set up a Sprintax TDS account.

If you are an international student, you should have received a notice from Sprintax TDS asking you to provide the necessary information and complete the required forms. If you can't find the registration e-mail from Sprintax TDS or haven't yet received an e-mail from Sprintax TDS, please go to <https://tds.sprintax.com>. Once at this site, try using the 'forgot your password' link. If the system cannot verify your profile, please send an e-mail to gcfica@gc.cuny.edu.

Once you have your tax status form, upload a copy of it and your supporting documents into Sprintax TDS and this will submit the necessary documents to the Bursar's Office and to the Office of Human Resources. Once you upload your tax status form and your supporting documents into Sprintax TDS, please send an e-mail to gcfica@gc.cuny.edu.

If for any reason Sprintax deems you not eligible for a FICA exemption, then you may still request a FICA Exemption through the CUNYfirst Student-Center portal by following the attached instructions.

This information may seem complicated, but please be aware that requesting an exemption in CUNYfirst is quick and easy. It generally takes less than five minutes. CUNYfirst will evaluate your eligibility for you. If you have any specific questions, or any trouble entering your information in Sprintax if you are an international student, please send your inquiries to gcfica@gc.cuny.edu.

For more information on FICA taxes, please go to https://www2.cuny.edu/about/administration/offices/hr/#FICA_Exemption.