**Harvard University Tax Reporting Calendar Year 2016**

**Contacts for questions regarding tax-reporting documents issued to individuals and certain entities by Harvard University**

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| Form | **Date form is required to be mailed** | I**ssuing Department\*** | **Contact Number** | **Web Site** |
| W-2 | 1/31/17 | [Central Payroll](http://oc.finance.harvard.edu/tax-services-contacts) 1033 Mass Ave, 2nd floor | 617-495-8500 (option 4) | <http://oc.finance.harvard.edu/how-to/central-payroll/order-copy-your-w-2> |
| **1099-MISC** | 1/31/17 | [Accounts Payable](http://oc.finance.harvard.edu/tax-services-contacts) 1033 Mass Ave, 2nd floor | 617-495-8500 (option 1) | [http://oc.finance.harvard.edu/tax-services-contacts](http://oc.finance.harvard.edu/tax-services-contacts%20) |
| 1042-S | 3/15/17 | [Nonresident Alien Tax Compliance](http://oc.finance.harvard.edu/tax-services-contacts) – 1033 Mass Ave, 2nd floor | 617-495-8500 (option 5) | <http://nratax.oc.finance.harvard.edu/1042-s-reprint-alert> and <http://www.hio.harvard.edu/faq-tax-filing> |
| 1042-S (College Grants) | 3/15/17 | [SAO](https://sfsportal.harvard.edu/admin/sro/index.shtml) (Student Accounts Office) | 617-495-2739 | <http://sfs.harvard.edu/> |
| 1098-E | 1/31/17 | [SLO](https://sfsportal.harvard.edu/admin/slo/index.shtml) (Student Loan Office) | 617-495-3782 | <http://borrower.ecsi.net/> |
| 1098-T | 1/31/17 | [SAO](https://sfsportal.harvard.edu/admin/sro/index.shtml) (Student Accounts Office) | 617-495-2739 | <http://sfs.harvard.edu/> |
| 1098-T | 1/31/17 | [DCE](http://www.dce.harvard.edu/) (Extension and Summer School *only*) | TCRS (24 hrs.)**\*\***  877-467-3821 | [www.1098t.com](http://www.1098t.com) |
| 1095-C | 3/2/17 | [Benefits](http://hr.harvard.edu/benefits)  114 Mt. Auburn St | 617-496-4001 | <http://hr.harvard.edu/benefits> |

\*Issuing department is indicated on the return address of the tax-reporting document.

\*\*The service provider for DCE’s 1098-T Forms is ACS' Tax Credit Reporting Service (TCRS). TCRS responds to all DCE student inquiries about the 1098-T Forms. DCE students may visit the TCRS web site [www.1098T.com](http://www.1098t.com/) or contact the TCRS 24 hour Call Center at 1(877) 467.3821