## Calendar Year 2020 Tax Reporting

Contacts for inquiries about tax documents issued by President and Fellows of Harvard College

COVID protocols require most customer service teams to work remotely, where onsite assistance is not available. Departments are accessible via email and/ or by phone as indicated.

<table>
<thead>
<tr>
<th>Tax Document with Issuing/ Return Address*</th>
<th>IRS Deadline for Mailing</th>
<th>Issuing Department</th>
<th>Department Contact Phone Number and/ or Email</th>
<th>Websites- Tax Document Information and/ or Access to Tax Forms</th>
</tr>
</thead>
</table>
| **W-2**
1033 Mass Ave, 2nd FL                    | 1/31/21                  | Central Payroll    | 617-495-8500 (option 4) ufs_crt@harvard.edu   | [http://oc.finance.harvard.edu/how-to/central-payroll/order-copy-your-w-2](http://oc.finance.harvard.edu/how-to/central-payroll/order-copy-your-w-2) |
| **1099-MISC and 1099-NEC**
1033 Mass Ave, 2nd FL                    | 1/31/21                  | Accounts Payable   | 617-495-8500 (option 1) ap_customerservice@harvard.edu | [http://oc.finance.harvard.edu/tax-services-contacts](http://oc.finance.harvard.edu/tax-services-contacts) |
| **1042-S**
| **1042-S (College Students)**
1033 Mass Ave, 2nd FL                    | 3/15/21                  | Student Accounts Office (SAO) | 617-495-2739 student_billing@harvard.edu | [https://sfs.harvard.edu/tax-reporting-documents](https://sfs.harvard.edu/tax-reporting-documents) |
| **1098-E**
1350 Mass Ave, 8th FL                    | 1/31/21                  | Student Loan Office (SLO) | 617-495-3782 student_loans@harvard.edu | [https://heartland.ecsi.net/](https://heartland.ecsi.net/) |
| **1098-T**
1350 Mass Ave, 8th FL                    | 1/31/21                  | Student Accounts Office (SAO) | 617-495-2739 student_billing@harvard.edu | [https://sfs.harvard.edu/tax-reporting-documents](https://sfs.harvard.edu/tax-reporting-documents) 1098T Access: [https://my.harvard.edu/](https://my.harvard.edu/) |
| **1098-T (DCE Only)**
51 Brattle Street                         | 1/31/21                  | DCE (Extension and Summer School only) | MAXIMUS Federal TRA ** 800-223-0043 | [https://tra.maximus.com](https://tra.maximus.com) |
| **1095-C**
114 Mt. Auburn St, 4th FL                | 3/2/21                   | Benefits           | 617-496-4001 benefits@harvard.edu | [https://hr.harvard.edu/benefits-department](https://hr.harvard.edu/benefits-department) |

*Return addresses indicated are reflected on tax-reporting documents issued by President and Fellows of Harvard College. Please refer to department contact phone number and/ or email provided for customer service support.

**The service provider for DCE’s 1098-T Forms is MAXIMUS Federal (MAXIMUS TRA). MAXIMUS TRA responds to all DCE student inquiries about the 1098-T Forms. DCE students may visit the Maximus TRA web site [https://tra.maximus.com](https://tra.maximus.com) or contact the TRA Services Help Desk 800-223-0043 anytime Monday – Friday 10AM to 8PM (EST).