

Harvard University Tax Reporting for Calendar Year 2024

Contacts for inquiries on tax-reporting documents issued by President and Fellow of Harvard College

Some customer service teams work hybrid schedules and have specific hours for where onsite assistance; please check department websites below for onsite availability. Departments are accessible via email and/ or phone as indicated

*Tax Document with their Return/ Issuing Address	Date form required to be mailed	Issuing Department	Department contact information	Websites with tax document information and/ or access to form
W-2 1033 Mass Ave, 2 nd Fl	1/31/25	Central Payroll	617-495-8500 (option 4) ufs_crt@harvard.edu	Access Form W-2 Office of the Controller
**1099-MISC and 1099-NEC 1033 Mass Ave, 2 nd Fl	1/31/25	Accounts Payable /Supplier Onboarding	617-495-8500 (option 3) ap_supplieronboarding@harvard.edu	Tax Services Contacts Office of the Controller
1042-S 1033 Mass Ave, 2 nd Fl	3/15/25	International Payee Tax Compliance	617-495-8500 (option 5) or FAD_IPTC@harvard.edu , or Schedule 1:1 Virtual Appointment with Team Member	Important 1042-S Tax Document Updates and HIO Tax Season Preparation
1042-S (College Students) 1033 Mass Ave, 2 nd Fl	3/15/25	Student Accounts Office (SAO)	617-495-2739 student_billing@harvard.edu	Tax Reporting Documents University Student Financial Services
1098-E 1350 Mass Ave, 8 th Fl	1/31/25	Student Loan Office (SLO)	617-495-3782 student_loans@harvard.edu	Heartland ECSI
1098-T 1350 Mass Ave, 8 th Fl	1/31/25	Student Accounts Office (SAO)	617-495-2739 student_billing@harvard.edu	Tax Reporting Documents University Student Financial Services 1098T Access: https://my.harvard.edu/
1098-T (DCE Only) 51 Brattle Street	1/31/25	DCE (Extension and Summer School <i>only</i>)	617-495-4293 studentfinance@extension.harvard.edu	*** Login to MyDCE Student Portal Harvard Extension School
**1095-C 114 Mt. Auburn St, 4th Fl	3/2/25	Benefits	617-496-4001 benefits@harvard.edu	Benefits Harvard Human Resources

*Return addresses indicated are reflected on tax-reporting documents issued by President and Fellows of Harvard College, and DO NOT always represent the physical location to seek assistance. **Please refer to “Department contact information” provided for customer service support.**

The **1099-HC is **not** a tax document provided by Harvard University. It is administered and issued directly by your health insurance carrier as proof of health coverage to complete Massachusetts State tax returns.

*****New**- The service provider for DCE’s 1098-T Forms is now ECSI. DCE or ECSI customer service (866-428-1098) will respond to DCE student inquiries about the 1098-T Forms. DCE students may now visit [MyDCE](#) – the student portal for Extension and Summer – and select the Financial Services button to connect to the Student Finance Portal where forms are available for viewing.