

Dear Student,

Your W2, 1098-T, and 1099 tax forms for 2024 have been processed.

**\*\*\*International Students please note that form 1042-S will be available closer to March 1. Additionally there will be webinars to help walk you through the process of filing your taxes through Glacier Tax Prep (GTP).**

Also new this year - look for information coming out soon about tax filing help through the VITA program. This program is available to domestic and international students and will assist them with filing their taxes.

**W2: tax form to report salary information and tax withholdings for employees**

If you did not elect for electronic statements only, a paper form has been sent to your address in ADP. However all employees have electronic access to their forms through the ADP portal.

1. Login to the ADP portal: <https://workforcenow.adp.com/workforcenow/login.html>
2. Select the Myself tab, Pay, and Pay & Statements
3. On the right side of the screen you should see a section called 'Tax Statements'

*Please note: Permanent residents and US citizens who worked during the school year and during the summer will receive two separate W2s due to having a different tax status during the school year.*

**1098-T: tax form filed by eligible education institutions to report payments received from a student for qualified education expenses**

We have partnered with Heartland ECSI, to process your 1098-T form. This form has been processed for all students with the tax status of US citizen and permanent resident. Those who have not opted for an electronic form in the past will be sent the paper form to the address you had on file with the College as of 12/31/2024. This form can be accessed electronically for 10 years.

1. To access your form, go to the following website and search for Lake Forest College:  
<https://heartland.ecsi.net/index.main.html#/access/lookup>
2. After you login, please click on the + sign next to Delivered () to access your statements.

**1099: tax form filed by the College to report award or independent contractor payments to students which were more than \$600 for the calendar year (note that the majority of students do not receive this form)**

We have partnered with Yearli Greatland, to process your 1099 forms. The form will also be sent to the address you had on file with the College as of 12/31/2024. You will also receive an email from them allowing you to access these electronically.

**1042-S: tax form that reports payments to foreign persons, including non-resident aliens**

The form will be available electronically in Glacier for those who have already opted for electronic delivery; otherwise, they will be sent to your address on file with the College. These forms will be processed around March 1. I will be reaching out to all non-resident aliens when the forms are ready. Additionally there will also be educational webinars to help you understand the process of filing your taxes through Glacier Tax Prep. International Students please keep an eye out for emails from me and Glacier.

Thank you,

AJ Rodino