

## **Mission Statement**

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Our mission is to contribute to the University's success by serving as the subject matter expert for interpretation, education and compliance of tax regulations throughout the campus community.

Specifically, our role is to

- Manage compliance and mitigate risk with all Federal, State and local tax statutes and all required aspects of withholding and reporting;
- Interpret tax laws, tax law changes and their possible effects on the University, recommending possible solutions as needed;
- Review and update policies to reflect changes in tax laws and communicate changes to campus, in partnership with Office of the General Counsel;
- Recommend solutions to employing individuals abroad and answer employee and department questions about international work assignments;
- Prepare and file monthly, quarterly and annual sales, income, information and other tax returns, ensuring filings are timely and accurate;
- Administer the University's Foreign National Tax Services by:
  - Ensuring appropriate application of withholding and reporting requirements as well as treaty benefits eligibility relating to Nonresident Alien (NRA) taxpayers;
  - Assisting departments with structuring work assignments and making payment arrangements in a way that will comply with NRA tax and immigration provisions; and
  - Providing (F), (M) and (J) immigration status students and scholars with ITIN application assistance as a SEVP-approved institution.

To accomplish this mission, we uphold the following values:

- Continuous Improvement – we recognize the importance of continued professional development and continuing education, staying current in tax law and higher education developments;
- Transparency and Open Communication – we view good communication as critical in a large and decentralized organization like CSU;
- Customer Service – we believe in explaining *why* and in helping to *solve problems*, when possible.