

This calendar is not meant to be a comprehensive calendar, but rather highlights important reporting deadlines for institutions of higher education. Not all applies to TAMUG.

January		Point of Contact
<p>Program Participation Agreements and IPEDS 20 U.S.C. § 1094(a)(17); 34 C.F.R. §§ 1602.48-50</p>	<p>As a condition of the signed program participation agreement for financial aid, institutions must complete surveys conducted as part of the Integrated Postsecondary Education Data System (IPEDS) or any other Federal postsecondary institution data collection effort, as designated by the Secretary, in a timely manner and to the satisfaction of the Secretary.</p>	FMS
<p>Foreign Control, Contracts or Gifts Disclosures Higher Education Act of 1965 as amended; 20 U.S.C. § 1011f</p>	<p>On or before January 31st or July 31st, whichever is sooner, institutions must file a disclosure report about ownership or control by, or contracts with or gifts from foreign sources. A disclosure report must be filed with the Department of Education for gifts and contracts of \$250,000 or more received within a calendar year.</p>	Development Office
<p>Tuition Payment Credit Reporting Requirements 26 U.S.C. § 6050S; 26 CFR 1.6050S- 2T</p>	<p>On or before January 31st, a Form 1098-T must be furnished to each individual who paid tuition and related expenses (or was billed for such expenses, or received reimbursements, refunds or reductions of such amounts) during the preceding calendar year.</p>	Student Business Services – TAMU
<p>Student Loan Interest Reporting 26 U.S.C. § 6050S; 26 CFR 1.6050S-3 and 26 CFR 1.6050S-4T (see 67 Fed. Reg. 20901 final and temporary regulations)</p>	<p>On or before January 31st, a Form 1098-E must be furnished to each individual participating in a Perkins Loan Program or institutional loan program who made student loan interest payments of \$600 or more during the preceding calendar year.</p>	Student Business Services – TAMU

Internal Revenue Code: W-2 Forms 26 CFR § 31.6051-1	On or before January 31 st , every employer shall provide a Form W-2 to each employee who received wages during the preceding calendar year.	TAMU Payroll
Miscellaneous Income Tax Statements 26 C.F.R. § 1.6041	On or before January 31 st , a Form 1099-MISC must be furnished to each person who received miscellaneous income of \$600 or more in the preceding calendar year in non-employee service payments with the exception of royalty payments of \$10 or more, <u>or</u> from whom any federal income tax was withheld under the backup withholding rules regardless of the amount of the payment. Non-employee service payments include rents, services, prizes and awards, other income payments, medical and health care payments, or gross proceeds to an attorney.	Financial Management Operations – TAMU
Distributions from Annuities Tax Statements 26 C.F.R. § 1.408-7	On or before January 31 st , a Form 1099-R must be furnished to each person receiving a distribution from annuities during the preceding calendar year.	Financial Management Operations – TAMU
Research Expenditures	Technical and Program Specialist Texas Higher Education Coordinating Board Workforce, Academic Affairs and Research Division	Research and Graduate Studies
Institution's Expenditure Study	Office of Budget and Planning Texas A&M University 1187 TAMU College Station, TX 77843-1187; Program Director The Texas Higher Education Coordinating Board	Institutional Reporting & Assessment/Administration
Uniform Crime Report	submitted to FBI monthly	Campus Police
NSF HERD Survey	submitted by TAMU	Research and Graduate Studies
Payment card Level II & III findings		Financial Management Operations – TAMUG
Account Verification		Compliance Office

February		Point of Contact
Effective Period of Withholding Exemption Certificate 26 U.S.C. § 3402; 26 C.F.R. § 31.3402(f)(4)-2	On or before February 15 th , if an employee who previously claimed an exemption has not yet submitted a new W-4, taxes should be withheld as if the employee is single, with zero withholding allowances or withheld based on the last valid W-4 received	Payroll – TAMU
Tuition Payment Credit Reporting 26 U.S.C. § 6050S; 26 C.F.R. § 1.6050S-2T, <i>et seq.</i>	On or before February 28 th (or March 31 st if filed electronically), Forms 1098-T must be filed with the IRS for the preceding calendar year	Student Business Services – TAMU
Student Loan Interest Payment Reporting 26 U.S.C. § 6050S; 26 C.F.R. § 1.6050S-3; 26 C.F.R. § 1.6050S-4T	On or before February 28 th (or March 31 st if filed electronically), Forms 1098-E must be filed with the IRS for the preceding calendar year	Student Business Services – TAMU
Wage and Tax Returns 26 C.F.R. § 1.6041-2	On or before February 28 th (or March 31 st if filed electronically), Forms W-2 must be filed with the IRS for the preceding calendar year; Form W-3 must also be filed in order to transmit Form W-2	Payroll – TAMU
Distributions from Annuities Tax Returns 26 C.F.R. §§ 1.408-7, 1.6041-6	On or before February 28 th , a 1099-R must be filed with the IRS for the preceding calendar year	Payroll – TAMU
Housing Survey	Report sent to THECB	Student Life
Uniform Crime Report	report sent to FBI monthly	Campus Police
Degrees Awarded	report sent to Torca Bunton (Torca.Bunton@thecb.state.tx.us) in the Educational Data Center	Institutional Assessment
Payment card Level II & III findings		FMS – TAMUG

March		Point of Contact
Emergency and Hazardous Chemical Inventory 42 <i>U.S.C.</i> §§ 11021, 11022; 40 <i>C.F.R.</i> §§ 370.20-370.45	On or before March 1 st , an inventory of hazard chemicals exceeding the regulatory threshold during the preceding calendar year must be submitted to the appropriate local emergency planning committee, the state emergency response commission, and the local fire department	Safety Office
Withholding of Foreign Person's U.S. Source Income Tax Returns 26 <i>U.S.C.</i> §§ 871, 1441; 26 <i>C.F.R.</i> §§ 1.1441-1, 1.1461-1	On or before March 15 th , Form 1042 and copies of all Forms 1042-S must be filed with the IRS reporting income paid to and taxes withheld from nonresident aliens and foreign entities in the preceding calendar year (e.g. wages exempt under a tax treaty, wages earned as an independent contractor, royalties, and scholarship or fellowship grants). Also, on or before March 15 th , Form 1042-S must be sent to each recipient of an amount subject to reporting.	Payroll – TAMU
Uniform Crime Report	report sent to FBI monthly	Campus Police
Racial Profiling Report	Wavier sent to TCLEOSE	Campus Police
Payment card Level II & III findings		FMS – TAMUG
Institutional Animal Care and use Committee (IACUC) TAMUG Inspection of Animal Use Protocol (AUP)	Vertbrate animals in research; review the areas with animals (sea life center, wetlands center, labs, etc.) IACUC is at TAMU in College Station	Research and Graduate Studies (RGSO); Marine Biology handles coordination of site visit. Visit likely in March or April
April		Point of Contact
Payment card Level II & III findings		FMS – TAMUG
Account Verification		Compliance Office

May		Point of Contact
Payment card Level II & III findings		FMS – TAMUG
Uniform Crime Report	report sent to FBI monthly	Campus Police
Campus Program for Minors - Sexual abuse and child molestation training and examination information	Educational Outreach – TAMUG summer programs Department of State Health Services Send to: P.O. Box 149347, M.C. 1987-PHS Austin, Texas 78714-9347 PHONE (512) 834-6788 FAX (512) 834-6707 email: PHSCPS@dshs.state.tx.us http://www.dshs.state.tx.us/	Outreach – Sea Camp
June		Point of Contact
Payment card Level II & III findings		FMS – TAMUG
Uniform Crime Report	report sent to FBI monthly	Campus Police
THECB Restricted Research List	reports submitted electronically by Research and Graduate Studies	Research and Graduate Studies
TAMUG’s annual security report and annual fire safety report	University Risk and Compliance Texas A&M University 1280 TAMU 979-862-1624	Campus Police
Student Billing Services	Report submitted by Bursar	Bursar – TAMUG
July		Point of Contact
Graduation Rates for Students 20 U.S.C. §§ 1092(a)(1)(L), 1982(a)(3); 34 C.F.R. §§ 668.41(d)(3), 668.45	On or before July 1 st , notice must be distributed to current students of the availability of information about the completion/graduation rates of certificate- or degree-seeking, first-time, full-time, undergraduate students in the one-year period ending August 31 st of the preceding year. Such information is to be made readily available to both current and prospective students upon request through appropriate publications, mailings, or electronic media.	Institutional Reporting & Assessment
PCB’s Log and Report 15 U.S.C. § 2607; 40 C.F.R. §	On or before July 1 st , a log of the disposition of polychlorinated	Safety Office

761.180	biphenyl (PCBs) and PCB items present in each facility during the preceding calendar year must be prepared. On or before July 15 th , a report summarizing the records and log must be submitted to the Regional Administrator of the U.S. Environmental Protection Agency.	
Foreign Control, Contracts or Gifts Disclosures 20 U.S.C. § 1011f	On or before January 31 st or July 31 st , whichever is sooner, institutions must file a disclosure report about ownership or control by, or contracts with or gifts from foreign sources. A disclosure report must be filed with the Department of Education for gifts and contracts of \$250,000 or more received within a calendar year.	Development Office
Employee Retirement Pension Plan Returns 29 U.S.C. § 1024; 29 C.F.R. § 2520.104a-5	Within seven months after the close of a retirement plan year (on or before July 31 st), a Form 5500 must be filed with the Secretary of the U.S. Internal Revenue Service	Payroll – TAMU
Annual Report for J-1 Sponsors for the Exchange Visitor Program 22 CFR 62.15	All J-1 sponsors must submit an annual report generated from SEVIS to DoS.	Human Resources – TAMU/G
Payment card Level II & III findings		FMS – TAMUG
Uniform Crime Report	report sent to FBI monthly	Campus Police
Account Verification		Compliance Office
August		Point of Contact
Student Records Privacy (FERPA) 20 U.S.C. §§ 1092(a), 1232g; 34 C.F.R. 668.41(c); 34 C.F.R. Part 99	By the time of fall registration, notice of a list of information required under the Federal Educational Rights and Privacy Act (FERPA), together with a statement of the procedures required to obtain such information must be distributed to current students and parents	Student Business Services – TAMU
Payment card Level II & III findings		FMS – TAMUG
Uniform Crime Report	report sent to FBI monthly	Campus Police

September		Point of Contact
<p>General Provisions Relating to Student Assistance Programs (Program Participation Agreements)</p>	<p>On an annual basis, notice must be distributed to current students of the availability of the following information:</p> <ul style="list-style-type: none"> • Institutional and Program Accreditation, Approval or Licensure - 20 <i>U.S.C.</i> §§ 1092(a)(1)-(2); 34 <i>C.F.R.</i> § 668.41(a)-(d); 34 <i>C.F.R.</i> § 668.43(a)(6), (b) • Academic Program (Programs, Facilities, and Faculty - 20 <i>U.S.C.</i> §§ 1092(a)(1)(G); 34 <i>C.F.R.</i> § 668.41(a)-(d); 34 <i>C.F.R.</i> § 668.43(a)(5) • Student Body Diversity - 20 <i>U.S.C.</i> § 1982(a)(1)(Q) • Retention Rates for Students - 20 <i>U.S.C.</i> §§ 1092(a)(1)(U) • Facilities and Services Available to Disabled Students - 20 <i>U.S.C.</i> §§ 1092(a)(1)(I)-(2); 34 <i>C.F.R.</i> § 668.41(a)-(d), 34 <i>C.F.R.</i> § 668.43(a)(7) • Price of Attendance - 20 <i>U.S.C.</i> §§ 1092(a)(1)-(2); 34 <i>C.F.R.</i> § 668.41(a)-(d); 34 <i>C.F.R.</i> § 668.43(a)(1) • Student Financial Aid Information - 20 <i>U.S.C.</i> §§ 1092(a)(1)-(2), 1094(a)(9); 34 <i>C.F.R.</i> §§ 668.41(a)-(d); 34 <i>C.F.R.</i> § 668.42, 34 <i>C.F.R.</i> § 668.43(a)(8)-(9), 34 <i>C.F.R.</i> § 668.44 • Refund Policy - 20 <i>U.S.C.</i> §§ 1092(a)(1)-(2); 34 <i>C.F.R.</i> § 668.41(a)-(d); 34 <i>C.F.R.</i> § 668.43(a)(2)-(4) • Transfer of Credit Policy - 20 <i>U.S.C.</i> §§ 1092(a)(1)-(2); 34 <i>C.F.R.</i> § 668.41(a)-(d); 34 <i>C.F.R.</i> § 668.43(a)(2)-(4) • Copyright Infringement Policies and Sanctions - 20 <i>U.S.C.</i> § 1092(a)(1); 34 <i>C.F.R.</i> § 668.43(a)(10) 	<p>Institutional Reporting & Assessment Student Affairs FMS Career Services Administration</p>

	<ul style="list-style-type: none"> • Vaccinations Policy - 20 U.S.C. §§ 1092(a)(1)(V) - Todd • Job Placement for Graduates - 20 U.S.C. § 1092(a)(1)(R) - Ken • Graduate and Professional Education Placement for Graduates - 20 U.S.C. § 1092(a)(1)(S) <p>Such information is to be made readily available to both current and prospective students upon request through appropriate publications, mailings, or electronic media.</p> <ul style="list-style-type: none"> • Hazing – in § 51.936 <i>Texas Education Code</i> • Bacterial Meningitis Information - <i>Texas Education Code Chapters 51.9191 and 38.0025</i> 	
<p>Constitution Day and Citizenship Day</p> <p>36 U.S.C. § 106; § 111 of Division J of Pub. L. 108-447, the “Consolidated Appropriations Act, 2005,” Dec. 8 2004; 118 Stat. 2809, 3344-45 (§ 111)</p>	<p>On September 17th (or during the preceding or following week if September 17th falls on a Saturday, Sunday, or holiday), an educational program on the U.S. Constitution must be implemented commemorating the September 17, 1787 signing of the U.S. Constitution.</p>	Diversity – Student Life
<p>Employee Retirement Pension Plan Reports</p> <p>29 U.S.C. § 1024; 29 C.F.R. § 104b-10</p>	<p>Within nine months after the close of the plan year (by September 30th), a summary annual report must be furnished to each plan participant and beneficiary receiving benefits.</p>	Human Resources
<p>Payment card Level II & III findings</p>		FMS – TAMUG
<p>Uniform Crime Report</p>	<p>report sent to FBI monthly</p>	Campus Police

October		Point of Contact
<p>Fiscal Operation Report & Application to Participate (FISAP) 20 <i>U.S.C.</i> § 1087bb; 34 <i>C.F.R.</i> § 673.3; 42 <i>U.S.C.</i> § 2752; 34 <i>C.F.R.</i> § 673.3; 20 <i>U.S.C.</i> § 1070b-3; 34 <i>C.F.R.</i> § 673.3; 20 <i>U.S.C.</i> § 1094; 34 <i>C.F.R.</i> § 674.19; 34 <i>C.F.R.</i> § 675.19; 34 <i>C.F.R.</i> § 676.19</p>	<p>To participate in the Federal Perkins Loan, FWS, or FSEOG programs, an application must be filed before the deadline date established annually by the U.S. Department of Education through publication of a notice in the Federal Register in order for the Department to determine allocation or reallocation of funds. According to the Department, this Application to Operate for the upcoming award year July 1st through June 30th must be submitted to the Department on or before October 1st. A Fiscal Operations Report plus other information required by the U.S. Department of Education must be submitted annually. According to the Department, this Report for the preceding award year July 1st through June 30th must be submitted to the Department on or before October 1st.</p>	<p>Student Business Services – TAMU</p>
<p>Annual Campus Security Report (Clery Act) 20 <i>U.S.C.</i> § 1092(f); 34 <i>C.F.R.</i> § 668.41(a), (e); 34 <i>C.F.R.</i> § 668.46; 34 <i>C.F.R.</i> Part 668, appendix A</p>	<p>On or before October 15th, a security report, or notice of availability of the report, containing information regarding campus crime statistics and security measures for the preceding calendar year, must be distributed to all students and employees. Notice must also be provided to prospective students and prospective employees of the availability of the report. The crime statistics must be submitted in the form specified by the U.S. Department of Education, and the Department will make the statistics available to the public. If the security and fire safety reports are published separately, each report must include information indicating how to access the other report.</p>	<p>Campus Police</p>

<p>Annual Campus Security Report - <i>Emergency Response and Evacuation Procedures</i> 20 U.S.C. § 1092(f)(1)(J), 34 C.F.R. § 668.41(a), (e)</p>	<p>The security report must also contain the policies regarding emergency response and evacuation procedures, including procedures for immediate notification to the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees on campus, unless issuing the notification would compromise efforts to assist a victim, or to contain, respond to, or otherwise mitigate the emergency.</p>	<p>Emergency Response – Administration</p>
<p>Annual Campus Security Report - <i>Missing Person Notification Policy</i> 20 U.S.C. § 1092(j); 34 C.F.R. § 668.41(a); 34 C.F.R. § 668.46(b)(14), (h)</p>	<p>The security report must also contain a statement of the policies regarding missing student notification procedures for students who reside in on-campus student housing facilities.</p>	<p>Campus Police</p>
<p>Annual Campus Fire Safety Report 20 U.S.C. § 1092(a)(1); 34 C.F.R. § 668.41(a), (e); 34 C.F.R. § 668.49</p>	<p>On or before October 1st, a fire safety report, or notice of availability of the report, must be distributed to all students and employees. The report must contain information regarding fire safety practices and standards for the preceding calendar year. Notice of the availability of the report must also be provided to prospective students and prospective employees. The fire statistics must be submitted to the U.S. Department of Education, and the Department will make the statistics available to the public. An annual report on the fires must be made to the campus community. <i>If the security and fire safety reports are filed separately, each report must include information regarding how to access the other report.</i></p>	<p>Marine Education Support & Safety Operation – Environmental Health & Safety</p>

<p>Campus Sex Crimes Prevention Act Pub. L. No. 106-386 and 42 U.S.C. § 1092(f)(1)(I)</p>	<p>Notification may be accomplished by adding the statement to the Annual Security Report required by the Campus Security Act. A suggested deadline of October 1st each year to coincide with the Annual Security Report.</p>	<p>Campus Police</p>
<p>Drug and Alcohol Abuse Prevention Program 20 U.S.C. § 1011i; 34 C.F.R. § 86.100</p>	<p>On an annual basis, the policies and information on the drug and alcohol abuse prevention program must be distributed to all students and employees. (Students who enroll or employees who are hired after the annual distribution must also receive the information.) The report must be made available, upon request, to the U.S. Department of Education and to the public, the above information distributed to students and employees as well as the results of a biennial review of the drug and alcohol abuse prevention program.</p>	<p>Student Life</p>
<p>Vending Machine Contracts</p>	<p>Report of Vending Machine Contracts. In accordance with System Policy 28.03, Vending Machines, an annual report of vending machine contracts shall be submitted to the Board of Regents</p>	<p>Student Affairs</p>
<p>Non-State Funded Courses; System Policy 26.01, Sec. 1.4</p>	<p>In accordance with System Policy 26.01, Tuition and Fees, the presidents of the academic institutions, the Vice Chancellor for Agriculture and Life Sciences, and the Vice Chancellor for Engineering may establish fees for non-state funded courses and shall file a report following the close of each fiscal year with the Chancellor who shall report to the Board of Regents. Examples of these courses include continuing</p>	<p>Admissions</p>

	education courses, extension courses, correspondence courses, or other self-supporting courses for which the institution or agency does not collect state tuition or receive formula funding	
THECB Restricted Research Expenditures	THECB Restricted Research Expenditures	Research and Graduate Studies
Payment card Level II & III findings		FMS – TAMUG
Uniform Crime Report	report sent to FBI monthly	Campus Police
Institutional Animal Care and use Committee (IACUC) TAMUG Inspection of Animal Use Protocol (AUP)	Vertbrate animals in research; review the areas with animals (sea life center, wetlands center, labs, etc.) IACUC is at TAMU in College Station	Research and Graduate Studies (RGSO); Marine Biology handles coordination of site visit
Account Verification		Compliance Office
November		Point of Contact
Payment card Level II & III findings		FMS – TAMUG
Uniform Crime Report	report sent to FBI monthly	Campus Police
THECB Research Expenditures	THECB Research Expenditures	Research and Graduate Studies
Masters Management Review	Safety Management System Review	Texas Maritime Academy

December		Point of Contact
Tax Withholding Exemption Certificates 26 U.S.C. § 3402; 26 C.F.R. § 31.3402(f)(2)-1 (c)(3)	On or before December 1, a request should be made to request each employee to file a newly completed withholding certificate for the ensuing calendar year, in the event of change in the employee's exemption status since the filing of the employee's latest certificate.	Payroll – TAMU
Tax Identification Number (TIN) Statements 26 U.S.C. § 6050S; 26 C.F.R. §§ 1.6050S-1 <i>et seq.</i> , 301.6109-1	On or before December 31, if no record of an individual's correct taxpayer identification number (TIN), then the TIN must be requested of each U.S. citizen and certain non-resident aliens with respect to whom payments of qualified tuition were received or reimbursements or refunds were made.	Financial Management Operations – TAMU
Payment card Level II & III findings		FMS – TAMUG
Uniform Crime Report	report sent to FBI monthly	Campus Police
ISAAC - Networking and Information Security per University Rule 29.01.03.M1	report submitted electronically	Information Services – TAMUG
NSF Facilities Survey (biannual)	Submitted by TAMU	Research and Graduate Studies
Report Concerning Designated Tuition (parts a and b) SB 1, Article III, Sec. 50		Student Business Services – TAMU