



This guide only provides general information on how to navigate through the Sprintax software.

This guide does not provide ANY tax advice or guidance. UCF Global employees are not tax professionals and cannot provide tax guidance.

Please note: the screenshots provided in this manual are for example purposes only. You are responsible for entering your own information and answering the questions based on your individual situation. You should not copy the examples in this manual.

If you have any tax questions, please consult with Sprintax by using the 'Ask Stacy' feature referenced below, or you can email Sprintax at hello@sprintax.com. We have also provided additional resources below to help you better navigate through the software.

If you need any additional information, please contact us at UCFTAX@ucf.edu.

We appreciate your understanding.

Sprintax Video Tutorial:

<https://www.youtube.com/user/Sprintax/videos>

Additional Videos:

<https://www.youtube.com/user/Sprintax/videos>

Frequently Asked Questions:

<https://www.sprintax.com/faq.html>

Ask Stacy:

<https://www.sprintax.com/meet-stacy.html?pg=143>

Getting Started

- Log on to myUCF.
- Click on the “Student Self Service” link.
- Click on the “International Students” link.
- Click on the “Sprintax” link (this will take you directly to the Sprintax website).
- If you have used Sprintax previously, please log in.
- If you have not used Sprintax, you will need to first create an account by clicking ‘Create My Account’
 - Once you have created your account, you’ll see the screen below.
 - Select your visa type.

sprintax Login →

Select Visa

Indicating your current visa program will help Sprintax choose the best possible product for you

Please select your VISA:

Please select visa type

Please select visa type

- A1 - Diplomat or foreign government official
- A2 - Diplomat or foreign government official
- B1 - Visitor for business
- B1 - Athlete or entertainer
- B2 - Tourist visa
- C - Transiting the United States
- D - Crewmember
- E1 - Treaty Trader Visa
- E2 - Treaty Investor Visa
- E3 - Australian professional specialty
- F1 - Student
- F2 - Spouse and children of student on F1
- G - Employees of International Organizations and NATO Green Card
- H1B - Specialty occupation worker
- H2B - Temporary worker: skilled and unskilled
- H3 - Nonimmigrant Trainee
- H4 - Spouse or child of H-1B, H-2B
- I - Media, journalist

sprintax Personal Services
Forms
Return
Payment

Contact Us
Contact Us

Before You Start

Documents Needed:

- > Passport
- > US Entry and Exit Dates for current and all past visits to the US
- > All income forms: Final Payslips, W2 Forms, 1042-S and/or 1099
- > Visa/Immigration Status Information
 - Including Form DS-2019 (for J visa holders) or Form I-20 (for F visa holders)
- > Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN).
 - If you do not have an ITIN, Sprintax can help you get one!
 - If you are using Sprintax for State Tax Returns(s) preparation only, you will need a copy of your already prepared Federal Tax Return (for the current and previous years, if you filed any)

*Please do not complete the process until you receive all of your forms!

*Please note that you do not need **Form 1098-T** in Sprintax.

Get Started



- Click on 'Get Started'.

Welcome to Sprintax!

Hey there, my name is Stacy, I'm going to make your tax affairs real easy.

Sprintax consists of a step-by-step questionnaire that's designed to gather all the information that we need to prepare your tax return.

OK, let's get started. First, please choose the tax year you need a tax return prepared for.



| | |
|---|----------------------|
| <input checked="" type="radio"/> 2021 | Edit |
| <input type="radio"/> 2020 <input type="checkbox"/> I want to correct my 2020 tax return I already sent to the IRS | |
| <input type="radio"/> 2019 <input type="checkbox"/> I want to correct my 2019 tax return I already sent to the IRS | |
| <input type="radio"/> 2018 <input type="checkbox"/> I want to correct my 2018 tax return I already sent to the IRS | |
| <input type="radio"/> Prior tax years | |



- Select the year you are completing your tax return for.

- If you need to file or adjust a prior tax year, select the applicable tax year you will need to file or adjust.

sprintax Jane Doe Tax Year 2021 progress 6% 🏠 ⚙️ ↗️

Residency Status

Residency

You are here

- 1 RESIDENCY
 - Residency Status →
- 2 GETTING TO KNOW YOU
- 3 LET'S TALK MONEY
- 4 OFFSET YOUR EXPENSES
- 5 ABOUT YOUR COLLEGE
- 6 STATE TAXES
- 7 REVIEW
- 8 FINALIZING

Have you been a US citizen, by birth or naturalization, on the last day of 2021?
Yes No

Have you ever been a green card holder?
Yes No

Have you ever applied for US citizenship/ lawful residence?
Yes No

Visiting the US

Were you in the US during the 2021 tax year?
Yes No

When was your first visit to the US?

Are you still in the US?
Yes No

Please provide details below of all your visits to the US starting from.

| Visa Type / Status | US Entry Date | US Leave Date |
|--|---------------------------|-------------------------|
| Please Select <input type="text"/> | From <input type="text"/> | To <input type="text"/> |
| + Add Visit | | |

How do I know my info is correct? 🗨️

- Complete the questions as it relates to your situation.
- “When was your first visit to the US?”
 - Enter the first time that you ever visited the US on any visa status.
- “Please provide details below of all your visits to the US starting from”
 - Your I94 travel history is a good resource to capture your entries and exists in the US (<https://i94.cbp.dhs.gov/i94/#/recent-search>).
 - You can also use the entry and exit stamps found in your passport.
 - If you need to add more entries, click on “+ Add Visit”.
 - **Please note:** Typically, if you have been in the US for more than 5 years under a F-1/J-1 student visa or J-1 scholar for more than 2 years, you may be considered a Resident Alien for tax purposes. Sprintax will notify you that you cannot use this software. You can then use any other tax preparation software of your choice.

Visa Details

Residency

You are here

- 1 RESIDENCY
 - Residency Status
 - **Visa Details** →
- 2 GETTING TO KNOW YOU
- 3 LET'S TALK MONEY
- 4 OFFSET YOUR EXPENSES
- 5 ABOUT YOUR COLLEGE
- 6 STATE TAXES
- 7 REVIEW
- 8 FINALIZING

Please provide details of your current US visa.

Visa type

FI - Student

Visa issue date

MM/DD/YYYY

Visa expiry date

MM/DD/YYYY

Date you first entered the US

01/01/2019

Approximate date you permanently left / intend to permanently leave the US.

MM/DD/YYYY

Country of Citizenship

Please Select

Country of Residence before you entered the US

Please Select

Have you changed your visa during 2021?

Yes

No

- Enter your current visa and citizenship information.
- “Approximate date you permanently left / intend to permanently leave the US”
 - This is the program end date of your I-20 or DS-2019.
- “Have you changed your visa during the year?”
 - This question only applies if you had a change of status/or changed your visa type. If you received a new visa under the same visa status select “No”.

About You

Getting To Know You

Please note that the Sprintax system only accepts English / Latin alphabet letters.

You are here

 RESIDENCY

 GETTING TO KNOW YOU
• About You →

 LET'S TALK MONEY

 OFFSET YOUR EXPENSES

 ABOUT YOUR COLLEGE

 STATE TAXES

 REVIEW

 FINALIZING

First name

Middle name

Last Name

Occupation

Date of Birth

NOTE: Occupation is your principal activity in the US such as student, teacher, trainee; or your official designation as employed or self-employed if you have an occupation such as doctor, manager, engineer, etc.

Did you have US income (wages, scholarships, or other payments) in 2021?

Yes No

Do you have a US tax identification number (ITIN/SSN)?

Yes No

Are you a full time student or scholar in a US educational institution?

Yes No

Are you a degree candidate in a US educational institution?

Yes No

Are you OPT/CPT program participant? [What is OPT / CPT](#)

Yes No

At any time during 2021, did you receive, sell, exchange, or otherwise dispose of any financial interest in any virtual currency?

Yes No



- Enter your information.
- “Did you have US income (wages, scholarships, or other payments)?”
 - Answer “Yes” if you had scholarship income or employment wage.
 - Answer “No” if you did not have any type of US income.
 - If you do not have any type of US income, please advance to section in this guide called “*Sprintax User Guide for Individuals with no US income*” as the majority of the next screen shots will not apply to you.
- “Are you a full-time student or scholar in a US educational institution?”
 - Answer “Yes”.
- “Are you a degree candidate in a US educational institution?”
 - Answer “Yes” if you are in a degree seeking program.
 - Answer “No” If you are not in a degree seeking program.
- “Are you OPT/CPT program participant?”
 - If you did not participate in OPT/CPT answer “No”.

- “At any time, did you receive, sell, send, exchange, or otherwise acquire any financial interest in any virtual currency?”
 - Answer according to your situation

sprintax Jane Doe Tax Year 2021 progress 15%

Your address

Getting To Know You

Please note that the Sprintax system only accepts English / Latin alphabet letters.

You are here

- RESIDENCY
- GETTING TO KNOW YOU
 - About You
 - Your address →
- LET'S TALK MONEY
- OFFSET YOUR EXPENSES
- ABOUT YOUR COLLEGE
- STATE TAXES
- REVIEW
- FINALIZING

| US Address | Home Address (outside the US) |
|--------------------------|------------------------------------|
| Address (number, street) | Address (number, street, apt. no.) |
| Apartment number | Address (county, province) |
| City | City |
| Please Select | China |
| Zip Code | Post Code |

Choose the address which will appear on the return(s), and will be used for correspondence and any refund check:

US Address Home Address (outside the US)

| Passport | Passport issued by |
|-----------------|--------------------|
| Passport number | China |

Phone number

| | |
|--------------------|-------------------|
| United States (+1) | China (+86) |
| US phone number | Home phone number |

- Enter your address, passport information, and phone number.
- Make sure to select the address of where you would like to receive correspondence about your tax return from the IRS as well as your refund check if applicable.

Marital Status

Getting To Know You

Please note that the Sprintax system only accepts English / Latin alphabet letters.

You are here

- RESIDENCY
- GETTING TO KNOW YOU
 - About You
 - Your address
 - Marital Status →
- LET'S TALK MONEY
- OFFSET YOUR EXPENSES
- ABOUT YOUR COLLEGE
- STATE TAXES
- REVIEW
- FINALIZING

Can you be claimed as a dependent on someone else's US tax return?

Yes No

Were you married on the last day of 2021?

Yes No












- “Can you be claimed as a dependent on someone else's US tax return?”
 - Answer according to your situation
- “Were you married on the last day?”
 - Was your marital status married or single?
 - If married, select “Yes”.
 - If single, select “No”.

Income Documents

Let's Talk Money

Income Documents received in 2021

You are here

-  RESIDENCY
-  GETTING TO KNOW YOU
-  LET'S TALK MONEY
 -  Income Documents →
-  OFFSET YOUR EXPENSES
-  ABOUT YOUR COLLEGE
-  STATE TAXES
-  REVIEW
-  FINALIZING

Tell us about what income documents you received in 2021.

- For each unique form that you received select "+add document" to enter the information into the system.
- If you have received a form with multiple identical copies from one employer, please treat it as one form.
- You may enter as many of each different form as necessary.
- DO NOT combine information from different forms, enter each form separately.

| Income document type | Quantity |
|---|---|
| <div style="border: 1px solid #ccc; padding: 5px;"> <ul style="list-style-type: none"> W-2 form(s) 1042 - S 1099 - B (Broker and Barter Exchange) 1099 - DIV (Dividends and distributions) 1099 - G (Government Payments) 1099 - INT (Interest Income) 1099 - MISC (Miscellaneous Income) 1099 - R (Pensions and Annuities) 1099 - NEC (Nonemployee Compensation) Letter from the Payer (University) </div> | <div style="border: 1px solid #ccc; padding: 5px;"> <input type="text"/> </div> |



- Select the tax document(s) and quantity that apply to you.
- Click on "+ Add Document" to add additional documents if applicable

Please note: You may receive multiple copies of the same document. For example, you may receive copy A, B, C, D and E of a 1042-S or a W-2. These multiple copies only count as ONE document quantity.

- Only international students who engaged in employment will receive a W-2.
- International students who were employed and received treaty benefits will receive the 1042-S Form in addition to the W-2 Form or in lieu of the W-2 Form.
- International students who received a non-qualified scholarship award and who are considered non-resident aliens for tax purposes will also receive a 1042-S Form.
- If you receive a 1098-T Form from UCF, this is not needed for nonresident alien individuals; please retain this form for your records. Some international students may not receive a 1098-T Form if not applicable.

W-2 forms [1]

Let's Talk Money

Instructions:


We recommend that you use Copy C of your W-2 form to complete your income and tax information.
 If the information in boxes 16-20 differs on copies B and C of your W-2 form, please attach copy C to your Federal tax return. **DO NOT** combine information from different forms.
 If your original W-2 does not have amounts in boxes 16-20 on two rows, do not enter any information on the second row below.

You are here

- RESIDENCY
- GETTING TO KNOW YOU
- LET'S TALK MONEY
 - Income Documents
 - W-2 forms [1] →
- OFFSET YOUR EXPENSES
- ABOUT YOUR COLLEGE
- STATE TAXES
- REVIEW
- FINALIZING

Upload a scan or photo of your income document

The uploaded file should contain only one page!



Drag your file here to start uploading.

OR

[Browse files](#)

Select employer type

Please Select ▼

| | | | |
|--|--|--|--------------------------------|
| 8. Employer's social security number 555-55-5555 | | OMB No. 1545-0048 | |
| 3 Employer identification number (EIN) | | 1 Wages, tips, other compensation | 2 Federal income tax withheld |
| 4 Employer's name, address, and ZIP code Company Name Address City State/Province ZIP/Postal code | | 3 Social security wages | 4 Social security tax withheld |
| 5 Control number | | 6 Medicare wages and tips | 7 Medicare tax withheld |
| 6 Employer's first name and initial Last name Suffix SS Florida 32703 Please Select Foreign province Postal code | | 7 Social security tips | 8 Allocated tips |
| 7 Employer's address and ZIP code State Zip | | 9 Nonqualified plans 11a Amount 11b Instructions for box 12 | 9 Dependent care benefits |
| 15 State Employer's state ID number State Loc. | | 10 State wages, tips, etc. 17 State income tax 18 Local wages, tips, etc. 19 Local income tax 20 Locality name | 10 Box 12 instructions |



- If you have a W-2, please follow the directions below or upload a scan or a photo of your W-2. If you don't have a W-2, please advance to the next applicable screen shot.
- "Select Employer Type"
 - Make your selection according to your employer.
 - If you were employed by UCF, select College, University, or other Education.
- Complete all the boxes with the information exactly as it appears on your W-2 from your employer. If your W-2 is blank in certain boxes, leave it blank on the software fields as well.
- Part 15 may be blank on your W-2; however, you will still need to select the state in which you performed your employment.
- "Did you work remotely for that employer during the period you were **outside the US** during?"
 - Answer according to your situation

- “Did you earn income working remotely for this employer by providing the services **in a state different than the state** you originally engaged employment with it?”
 - Answer according to your situation

sprintax

Jane Doe Tax Year 2021

progress 38%

1042 S [1]

Let's Talk Money

Please enter the required details in the blue boxes.

Please, ensure that you are using Copy B of your 1042-S form in order to complete your income and tax information.

If there is a difference between copies B and C of your 1042-S form, attach Copy B to your Federal tax return.

DO NOT combine information from different forms.

Upload a scan or photo of your income document

The uploaded file should contain only one page!

Drag your file here to start uploading.

You are here

- RESIDENCY
- GETTING TO KNOW YOU
- **LET'S TALK MONEY**
 - Income Documents
 - W-2 forms [0]
 - 1042 S [1]** →
- OFFSET YOUR EXPENSES
- ABOUT YOUR COURSE
- STATE TAXES
- REVIEW
- FINALIZED

Type of entity

Please Select

| Form 1042-S Foreign Person's U.S. Source Income Subject to Withholding | | OMB No. 1545-0046 |
|--|---|--|
| Department of the Treasury Internal Revenue Service | | |
| AMENDED AMENDMENT NO. | | |
| 1) Recipient's EIN | 2) Recipient's U.S. TIN | 3) Recipient's state code |
| 4) Recipient's address | 5) Recipient's account number | 6) Recipient's date of birth (YYYYMMDD) |
| 7) Check if federal tax withheld was not deposited with the IRS because recipient procedures were applied (see instructions) | 8) Tax withheld by other agents | 9) Check if federal tax withheld was not deposited with the IRS because recipient procedures were applied (see instructions) |
| 10) Total withholding credit (combine boxes 7a, 8, and 9) | 11) Tax paid by withholding agent (amounts not withheld) (see instructions) | 12) Withholding agent's EIN |
| 13) Withholding agent's name | 14) Primary Withholding Agent's TIN | 15) Check if pro-rata basis reporting |
| 16) Withholding agent's Global Intermediary Identification Number (GIIN) | 17) Intermediary or flow-through entity's EIN, if any | 18) Intermediary or flow-through entity's name |
| 19) Country code | 20) City or town, state or province, country, ZIP or foreign postal code | 21) Address (number and street) |
| 22) Address (number and street) | 23) City or town, state or province, country, ZIP or foreign postal code | 24) Recipient's state code |
| 25) Recipient's state code | 26) State income tax withheld | 27) Recipient's state tax no. |
| 28) Address (number and street) | 29) City or town, state or province, country, ZIP or foreign postal code | 30) Recipient's TIN |
| 31) City or town, state or province, country, ZIP or foreign postal code | 32) State income tax withheld | 33) Recipient's state tax no. |
| 34) City or town, state or province, country, ZIP or foreign postal code | 35) Recipient's state code | 36) Recipient's TIN |

←
→

| Form 1042-S | | Foreign Person's U.S. Source Income Subject to Withholding 2021 | | | OMB No. 1545-0096 | |
|---|--|--|---|---|--|---|
| Department of the Treasury Internal Revenue Service | | UNIQUE FORM IDENTIFIER <input type="checkbox"/> AMENDED <input type="checkbox"/> AMENDMENT NO. | | | | |
| 1 Income code Please select | 2 Gross income | 3 Chapter indicator. Enter "3" or "4". Please select | 3a Exemption code Please select | 3b Tax rate 00.00 | 3c Tax rate Please select | 3d Tax rate Please select |
| | | | | 13e Recipient's U.S. TIN, if any 555-55-5555 | 13f Ch. 3 status code Please select | 13g Ch. 4 status code Please select |
| 5 Withholding allowance | | | | 13h Recipient's GIN | 13i Recipient's foreign tax identification number, if any | 13j LOB code |
| 6 Net income | | | | 13k Recipient's account number | | |
| 7a Federal tax withheld | | | | 13l Recipient's date of birth (YYYYMMDD) | | |
| 7b Check if federal tax withheld was not deposited with the IRS because escrow procedures were applied (see instructions) <input type="checkbox"/> | | | | | | |
| 7c Check if withholding occurred in subsequent year with respect to a partnership interest <input type="checkbox"/> | | | | | | |
| 8 Tax withheld by other agents | | | | 14a Primary Withholding Agent's Name (if applicable) | | |
| 9 Overwithheld tax repaid to recipient pursuant to adjustment procedures (see instructions) | | | | 14b Primary Withholding Agent's EIN | | |
| 10 Total withholding credit (combine boxes 7a, 8, and 9) | | | | 15 Check if pro-rata basis reporting <input type="checkbox"/> | | |
| 11 Tax paid by withholding agent (amounts not withheld) (see instructions) | | | | 15a Intermediary or flow-through entity's EIN, if any | 15b Ch. 3 status code | 15c Ch. 4 status code |
| 12a Withholding agent's EIN | | | | 15d Intermediary or flow-through entity's name | | |
| 12b Ch. 3 status code | | | | 15e Intermediary or flow-through entity's GIN | | |
| 12c Ch. 4 status code | | | | 15f Country code | 15g Foreign tax identification number, if any | |
| 12d Withholding agent's name | | | | 15h Address (number and street) | | |
| 12e Withholding agent's Global Intermediary Identification Number (GIN) | | | | 15i City or town, state or province, country, ZIP or foreign postal code | | |
| 12f Country code | 12g Foreign tax identification number, if any | | | 16a Payer's name | | |
| 12h Address (number and street) | | | | 16b Payer's TIN | | |
| 12i City or town, state or province, country, ZIP or foreign postal code | | | | 16c Payer's GIN | | 16d Ch. 3 status code |
| City | State/Province | ZIP/Postal code | | 16e Ch. 4 status code | | |
| 13a Recipient's name | | | | 17a State income tax withheld | 17b Payer's state tax no. | 17c Name of state |
| 13b Recipient's country code China | | | | | | Please select |
| 13c Address (number and street) 55 | | | | | | |
| 13d City or town, state or province, country, ZIP or foreign postal code | | | | | | |
| 5 | FL | Please select | 32703 | | | |

Form **1042-S** (2021)

- If you have a 1042-S, please follow the directions below or upload a scan or a photo of your 1042-S. If you don't have a 1042-S, please advance to the next applicable screen shot.
- "Type of Entity"
 - Make your selection according to your 1042-S issuer.
 - If issued by UCF, select College, University, or other Education.
- Complete all the boxes with the information exactly as it appears on your 1042-S. If your 1042-S is blank in certain boxes, leave it blank on the software fields as well.
- Part 17c may be blank on your 1042-S; however, you will still need to select the state based on your 1042-S Issuers' address.

Please note: If you have additional tax document(s) (for example 1099), please follow the Sprintax instructions for reporting this information.

Other Income

Let's Talk Money

Income not reported elsewhere

You are here

- RESIDENCY
- GETTING TO KNOW YOU
- LET'S TALK MONEY
 - Income Documents
 - W-2 forms [1]
 - Other Income →
- OFFSET YOUR EXPENSES
- ABOUT YOUR COLLEGE
- STATE TAXES
- REVIEW
- FINALIZING

Did you receive any other income from US sources that is not reported on your W-2

Yes No



- The purpose of this question is to reverify that you have reported all your US income.
- If you have additional sources of US income that have not been reported, please select “Yes”.

Additional Tax Info

Let's Talk Money

Other taxes and payments

You are here

- RESIDENCY
- GETTING TO KNOW YOU
- LET'S TALK MONEY**
 - Income Documents
 - W-2 forms [1]
 - Other Income
 - Additional Tax Info** →
- OFFSET YOUR EXPENSES
- ABOUT YOUR COLLEGE
- STATE TAXES
- REVIEW
- FINALIZING

Did you make any **estimated tax payments** during 2021 which you paid directly to the IRS yourself and not through your employer?

Yes No

Did you make any **estimated tax payments** to the state tax office during 2021 which you paid yourself and not through your employer?

Yes No

Did you file any forms requesting an extension to file a tax return with the IRS?

Yes No

Did you file any forms requesting an extension to file a tax return with the State Tax office?

Yes No

Previous US tax returns

Have you filed a US federal tax return before?

Yes No

Have you filed a state tax return before?

Yes No



Section: Other taxes and payments

- Answer the questions according to your situation.
 - This does not include the taxes that have been withheld on your income documents. Please hover over “estimated tax payments” for further clarification.
 - Florida does not have state taxes. Other states may have different regulations.

Section: Previous US Tax Returns

- “Have you filed a US federal tax return before?”
 - If you selected “Yes” and are unsure of your prior year return type, please hover over the blue section “Don’t keep a copy”
- “Have you filed a state tax return before?”
 - Florida does not have state taxes. Other states may have different regulations.

Tax treaty verification

Let's Talk Money



You are here


- RESIDENCY
- GETTING TO KNOW YOU
- LET'S TALK MONEY
 - Income Documents
 - W-2 forms [1]
 - Other Income
 - Additional Tax Info
 - Tax treaty verification** →
- OFFSET YOUR EXPENSES
- ABOUT YOUR COLLEGE
- STATE TAXES
- REVIEW
- FINALIZING

Good News! 

You are entitled to claim the following exemption(s) on your income tax.

For each tax treaty exemption, please identify if you have claimed this exemption in previous tax years (prior to 2021), and how many months did you claim it for.

| Country | Purpose | Article | Months claimed in prior tax years  |
|---------|--------------------------------------|---------|---|
| CHINA | Compensation during study or trai... | 20(c) |  |

Would you like to claim the maximum exemption allowed under these income tax treaties? 

Yes No

Is any of the income listed in the table above also taxable in CHINA?

Don't know?

Yes No



- If you are eligible for a tax treaty, you will receive a tax treaty verification screen. If you are not eligible for a tax treaty, please advance to the next applicable screen shot.
- “For each tax treaty exemption, please identify if you have claimed this exemption in previous tax years (prior to the current tax year you are filling for), and how many months did you claim it for.”

Academic Expenses

Offset Your Expenses

If you have used part of your taxable scholarship (as reported on your 1042-S form) to cover expenses incurred in 2021, please, provide us with the details. We will use these to maximize your tax refund. The questions in this section are not mandatory so you can leave some or all of them blank if they're not applicable.

You are here

- RESIDENCY
- GETTING TO KNOW YOU
- LET'S TALK MONEY
- OFFSET YOUR EXPENSES**
 - Academic Expenses →
- ABOUT YOUR COLLEGE
- STATE TAXES
- REVIEW
- FINALIZING

Please note that you have to keep all receipts for your expenses in case of an audit.

Student loan interest deduction

Did you pay interest on a qualified student loan?

Yes No



- Answer according to your situation.
 - If you are unsure, hover over “qualified student loan”.

Other Expenses

Offset Your Expenses

Please provide us with details of any expenses you incurred in 2021. We will use these to maximize your tax refund. Please note that the questions in this section are not mandatory so you can leave some or all of them blank as appropriate.

Please note that you have to keep all receipts for your expenses in case of an audit; reimbursements received back from your employer may affect the tax treaty benefits and the final balance on your tax return.

You are here

- RESIDENCY
- GETTING TO KNOW YOU
- LET'S TALK MONEY
- OFFSET YOUR EXPENSES**
 - Academic Expenses
 - Other Expenses** →
- ABOUT YOUR COLLEGE
- STATE TAXES
- REVIEW
- FINALIZING

Charitable contributions

For any charitable donations made by either cash or check and regardless of the amount or form of property donated, you must keep records.

For cash donations, an appropriate record would be a bank or credit card statement or a written statement from the charity stating the name of the charity, amount of the donation and the date on which it was made.

Charitable contributions paid by check or cash

Charitable contributions paid by another means

Health Insurance payments

Did you receive 1095-A form?

Yes No

I received Forms 1095-B or 1095-C: You do not need to provide information or a copy of 1095-B or 1095-C to us or to the IRS. You do not need these forms in order to file your tax return, you only have to keep them for your records.

Form 1095-A: If you are expecting to receive a Form 1095-A, you should wait to file your 2021 income tax return until you receive it. Sprintax can help you with the preparation of your return offline. To prepare your return offline we will need you to finalize your account on Sprintax and email us with your 1095-A form.



Section: Charitable contributions

- Answer according to your situation.
 - If you made charitable contributions, please make sure you have supporting documents or receipts in case you are audited by the IRS.

Section: Health Insurance payments

- Please read the descriptions of each 1095 form and answer according to your situation.

College Details

About Your College

Please complete the following information exactly as shown on your Form **DS-2019** or **I-20**.

University/college details

(DS2019 or see School Information section on your I-20)

State

Name of University

Address

City

Zip code

Phone

Program director details

(DS2019 - Box 7 or see School Information section on your I-20)

State

Name of advisor

Address

City

Zip code

Phone

Course / program details

Name of University

Course Type

Major

You are here

- RESIDENCY
- GETTING TO KNOW YOU
- LET'S TALK MONEY
- OFFSET YOUR EXPENSES
- ABOUT YOUR COLLEGE
 - College Details
- STATE TAXES
- REVIEW
- FINALIZING



- Enter the required information exactly as it appears on your Form DS-2019 or I-20.
- You can use UCF Global's phone number (407) 823-2337.

Living in the US

State Taxes

Please provide details of each state you lived in during 2021. You should also include any periods spent outside the US (if applicable).

Note that if you are not able to list the periods you were outside the US during 2021 correctly you may need to review and change the entry and exit dates you have entered on the step "Residency status".

You are here

- RESIDENCY
- GETTING TO KNOW YOU
- LET'S TALK MONEY
- OFFSET YOUR EXPENSES
- ABOUT YOUR COLLEGE
- STATE TAXES
 - Transferring your data
 - Living in the US →
- REVIEW
- FINALIZING

See Example

| Entry date | Exit date | Final exit date must be 12/31/2021 (not mandatory) | Residence | Type of visit |
|------------|-----------|--|-------------------------------|-------------------------------|
| 01/01/2021 | Until | <input type="text" value="Please Select"/> | <input type="text" value=""/> | <input type="text" value=""/> |

Exit date



- You need to provide details on where you were for the entire year.
- Enter where you were physically present starting from January 1st through December 31st.
 - Please hover over "Example" for further clarification.

State return

State Taxes

Good news - you don't need to file a State tax return!

Thank you for using our state tax system.

You are here

- RESIDENCY
- GETTING TO KNOW YOU
- LET'S TALK MONEY
- OFFSET YOUR EXPENSES
- ABOUT YOUR COLLEGE
- ④ STATE TAXES
 - Transferring your data
 - Living in the US
 - State return →
- ① REVIEW
- ① FINALIZING



- If you need to report state taxes, you may receive a different screen. Please contact Sprintax if you need assistance with completing state taxes.
- **Please note:** Florida does not have state taxes.

sprintax Jane Doe Tax Year 2021

progress 98%

VITA Volunteer

Do you have a VITA volunteer helping you to prepare your tax return?
 Yes No

Let's review the numbers

You are here

- RESIDENCY
- GETTING TO KNOW YOU
- LET'S TALK MONEY
- OFFSET YOUR EXPENSES
- ABOUT YOUR COLLEGE
- STATE TAXES
- REVIEW**
 - Summary →
- FINALIZING

Federal

Federal income and tax summary:

This is a summary of all the income, tax, deductions and expenses that you have entered and the balance at the end of your federal tax return.

| Gross Income | |
|---|-----------------|
| Income you get taxed on (more) | \$0.00 |
| FDAP income Schedule NEC | |
| Income not effectively connected: | \$0.00 |
| Capital gains income/loss | \$0.00 |
| Income exempt by a tax treaty | \$5.00 |
| Deductions & Expenses | \$0.00 |
| Adjustments (more) | |
| Itemized Deductions | \$0.00 |
| Taxable income | \$0.00 |
| Taxes | |
| Tax liability & Credits (more) | \$0.00 |
| Total tax paid (more) | \$0.00 |
| Federal Tax Refund / Tax Owed | |
| Your balance is | = \$0.00 |

- “Do you have a VITA volunteer helping you to prepare your tax return?”
 - Answer “No” this question.
 - **Please note:** UCF Global employees are not VITA volunteers.
- Let's review the numbers
 - This is your federal income and tax summary.
 - **Please note:** The screen shot is an example. Your summary will be tailored to your individual tax situation.
 - Please review your summary and if you believe any of your information is incorrect you can make your corrections by going back to the previous screens in the Sprintax software.

Federal tax

Review

Good news - you do not owe any federal tax.

Based on your answers, Sprintax has searched for more than 350 deductions and credits to minimize your tax.

your balance is:
\$ 0.00

You are here

- RESIDENCY
- GETTING TO KNOW YOU
- LET'S TALK MONEY
- OFFSET YOUR EXPENSES
- ABOUT YOUR COLLEGE
- STATE TAXES
- REVIEW
 - Summary
 - Federal tax** →
- FINALIZING



- Select how you would like to receive your refund, if applicable, and enter the requested information.
- If you owe money, you will receive instructions on how to pay the IRS.

Post-Filing Support

Review

After filing their tax return, some nonresidents may receive notice from the IRS and/or State tax authority that their return is under review and that additional documents are required.

The process of corresponding with the tax office to provide and transfer this additional information can often be complicated and time-consuming.

By adding our Post-Filing Support Service, you can save yourself significant time and the stress, should you receive this notice from the tax office (IRS or State tax authority).

If the tax office reach out to you seeking further information, we'll handle all of the communication on your behalf and resolve any outstanding questions.

You are here

- RESIDENCY
- GETTING TO KNOW YOU
- LET'S TALK MONEY
- OFFSET YOUR EXPENSES
- ABOUT YOUR COLLEGE
- STATE TAXES
- REVIEW**
 - Summary
 - Federal tax
 - Post-Filing Support →
- FINALIZING

Federal

\$14.95

/one time fee

Post-filing support for anything **Federal Tax** related.

I would like to handle all post-filing communication with the IRS myself at no additional cost



- Read through the Post-Filing Service offered by Sprintax and make your selection.
- UCF Global does not have a recommendation about this service.

Forms - CPT/OPT Aid

Review

Did you know thousands of CPT/OPT students are incorrectly taxed each year?

Avoid having FICA and MEDICARE incorrectly withheld from your wages and ensure that all eligible Tax Treaties are applied to your salary by using Sprintax TDS Personal.

Sprintax TDS Personal is the only online software with the ability to generate your nonresident Federal tax forms to ensure only the right amount of tax is withheld.

Pre-purchase today with your tax return and receive 10% off the usual price of \$19.95.

You are here

- RESIDENCY
- GETTING TO KNOW YOU
- LET'S TALK MONEY
- OFFSET YOUR EXPENSES
- ABOUT YOUR COLLEGE
- STATE TAXES
- REVIEW**
 - Summary
 - Federal tax
 - Post-filing Support
 - Forms - CPT/OPT Aid →**
- FINALIZING

CPT/OPT Aid
\$17.95
~~\$19.95~~
You save 10%

Pre-Purchase to make sure that all eligible Tax Treaties are applied to your salary by using Sprintax TDS Personal.

CPT/OPT Aid
Maybe Later
/no discount

You can always come back and add your CPT/OPT Aid for **\$19.95**



- Read through the CPT/OPT Aid Service offered by Sprintax and make your selection.
- UCF Global does not have a recommendation about this service.

Review

Finalizing

| Order Name | Order Details | Amount | Status |
|-----------------------|--|-----------------|--------|
| FEDERAL RETURN | 1040 NR Scholarship and fellowship grants Employment income Tax Treaty exemptions (more) | \$ 39.95 | |

You are here

- RESIDENCY
- GETTING TO KNOW YOU
- LET'S TALK MONEY
- OFFSET YOUR EXPENSES
- ABOUT YOUR COLLEGE
- STATE TAXES
- REVIEW
- FINALIZING**
 - Review →

ACCESS CODE

If your International Student Office has given you a code to access sprintax please enter it here.

VALIDATE

21UCF1000F - **\$ 39.95** Remove
(federal)

Total **\$ 0.00**

Note: An incorrect or missing identifying number (SSN/ITIN) on your tax return can increase your tax, reduce your refund, or delay your refund. Please ensure that you have provided the correct SSN or ITIN.



- Enter the Access Code provided by UCF Global and select validate.
 - This access code is case sensitive. Please copy/paste the access code.
- This access code will only cover your federal tax return. If you have any dependents or have requested additional Sprintax services, the code will not cover these service fees.

Payment

Finalizing

Finalizing your order

Application Finalised

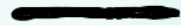
You are here

- RESIDENCY
- GETTING TO KNOW YOU
- LET'S TALK MONEY
- OFFSET YOUR EXPENSES
- ABOUT YOUR COLLEGE
- STATE TAXES
- REVIEW
- FINALIZING**
 - Review
 - Payment** →

Payment status:

SKIPPED

Email:



[Back](#)

[Generate packs](#)



- Select 'Generate Packs'

Download Files

Finalizing

Well done! Now you're ready to submit your 2021 US tax return.

Please check the following details and ensure they are complete and correct.

Please provide correct US ZIP code in valid US format at Step 5, page College details

You are here

- RESIDENCY
- GETTING TO KNOW YOU
- LET'S TALK MONEY
- OFFSET YOUR EXPENSES
- ABOUT YOUR COLLEGE
- STATE TAXES
- REVIEW
- FINALIZING**
 - Review
 - Payment
 - Download Files →

You're ready to print and sign your tax return.

Next steps:

1. Download your tax returns:

Federal Tax Return


[View](#) [Download](#)

2. Read the instructions on the PDF(s) with your tax forms

3. Print, sign, and date all forms

4. Post each form to the address stated in the instructions enclosed in the return by April 18th

Please note: Some state tax returns are prepared by our tax experts in person. Please allow a couple of days to receive them. You'll receive an email notification once your state tax return(s) is uploaded in your Sprintax online account so you can print, sign, date and send it to the relevant tax department as stated in the instructions.

You can review your completed tax return(s) at any time by clicking the download button  in the top right corner.

Tell us what you think!

At Sprintax, we strive to offer the best possible service to our customers-your feedback means a lot! If you have one minute to spare please fill out our survey below.



- Please read through all of the Sprintax instructions very carefully.
- If you are eligible to e-file your tax return, Sprintax will provide instructions on how to proceed.
- If you are Mailing your returns:
 - Gather all of the required documents as stated in the instructions.
 - Sign the required forms as stated in the instructions.
 - Mail all of the required documents to the IRS at the address given in the instructions.
 - We recommend you mail your tax return using certified mail in order to have tracking number.

Sprintax User Guide for Individuals with no US income

sprintax Jane Doe Tax Year 2021 progress 15%

About You

Getting To Know You

Please note that the Sprintax system only accepts English / Latin alphabet letters.

You are here

- RESIDENCY
- GETTING TO KNOW YOU
 - About You →
 - Your address
- LET'S TALK MONEY
- OFFSET YOUR EXPENSES
- ABOUT YOUR COLLEGE
- STATE TAXES
- REVIEW
- FINALIZING

First name: Jane Middle name: []

Last Name: Doe Occupation: []

Date of Birth: 08/21/1998

Did you have US income (including tax-exempt interest) in 2021?
Yes No

Do you have a US dependent?
Yes No

Are you a full time student?
Yes No

Are you a degree candidate in a US educational institution?
Yes No

Are you OPT/CPT program participant? [What is OPT / CPT](#)
Yes No

At any time during 2021, did you receive, sell, exchange, or otherwise dispose of any financial interest in any virtual currency?
Yes No

Note: You do not need tax file number as you do not have filing requirements.

OK

- Since you indicated you had no US income, you will receive a pop up (shown above). Click “OK” to proceed.

Your address

Getting To Know You

Please note that the Sprintax system only accepts English / Latin alphabet letters.

You are here

- RESIDENCY
- GETTING TO KNOW YOU
 - About You
 - Your address →
- LET'S TALK MONEY
- OFFSET YOUR EXPENSES
- ABOUT YOUR COLLEGE
- STATE TAXES
- REVIEW
- FINALIZING

US Address

| |
|--------------------------|
| Address (number, street) |
| Apartment number |
| City |
| Please Select |
| Zip Code |

Home Address (outside the US)

| |
|------------------------------------|
| Address (number, street, apt. no.) |
| Address (county, province) |
| City |
| China |
| Post Code |

Choose the address which will appear on the return(s), and will be used for correspondence and any refund check:

US Address Home Address (outside the US)

Passport

Passport issued by

| | |
|-----------------|-------|
| Passport number | China |
|-----------------|-------|

Phone number

| | |
|--------------------|-------------------|
| United States (+1) | China (+86) |
| US phone number | Home phone number |



- Enter your address, passport information, and phone number.
- Make sure to select the address of where you would like to receive correspondence from the IRS.

College Details

About Your College

Please complete the following information exactly as shown on your Form **DS-2019** or **I-20**.

You are here

- RESIDENCY
- GETTING TO KNOW YOU
- LET'S TALK MONEY
- OFFSET YOUR EXPENSES
- ABOUT YOUR COLLEGE
 - ▶ College Details
- Ⓢ STATE TAXES
- REVIEW
- FINALIZING

University/college details

(DS2019 or see School Information section on your I-20)

State

Name of University

Address

City

Zip code

Phone

Program director details

(DS2019 - Box 7 or see School Information section on your I-20)

State

Name of advisor

Address

City

Zip code

Phone

Course / program details

Name of University

Course Type

Major



Course / program details

Name of University Course Type

Major

You are here

- RESIDENCY
- GETTING TO KNOW YOU
- LET'S TALK MONEY
- OFFSET YOUR EXPENSES
- ABOUT YOUR COLLEGE
 - College Details →
- STATE TAXES
- REVIEW
- FINALIZING

Please, list below only family members which do not have income from US. If any of your family members have income/scholarship from US, please, create separate file for them.

If you do not have or do not wish to include any family members here, please, remove the line using the X mark at the right end of the table. You may proceed without answering both questions below.

Note: Only include family members (spouse/dependents) on J2,F2,M2,Q3 visas that did not change their visa/status. If they entered US on a visa different to J2,F2,M2,Q3 visas or changed visa or immigrant status, they may have to open a separate account in Sprintax.

| First name | Initial | Surname | SSN/ITIN | Current visa | Entry date | Visa change | Date of change | Previous visa | |
|-----------------|---------|---------|----------|--------------|------------|-------------|----------------|---------------|--|
| | | | | ▼ | 📅 | ▼ | 📅 | ▼ | |
| + Add Dependent | | | | | | | | | |

Is your family member's home address the same as yours?
 Yes No

Is your family member's US address the same as yours?
 Yes No



- Enter the required information exactly as it appears on your Form DS-2019 or I-20.
- You can use UCF Global's phone number (407) 823-2337.

SprintaxNR

Progress 99% Tax Year 2019 | DaisyDuck

You are here

- Residency
- Getting to know you
- Let's talk money
- Offset your expenses
- About your college
- State Taxes
- Review
- Finished - Review

Let's review your order

Guaranteed 100% accurate

| | | |
|------------------|---|-----------------|
| 8843 form | <small>Includes: You do not need to complete form 1040NR. You just need to complete form 8843 to confirm your non-resident status with the IRS.</small> | \$ 15.95 |
|------------------|---|-----------------|

Insert access code here

If your International Student Office has given you a code to access Sprintax please enter it here.

SpX19UCF1001F

SpX19UCF1001F (8843) - **\$ 15.95** [Remove](#)

Total **\$ 0.00**

- Enter the Access Code provided by UCF Global and select validate.
 - This access code is case sensitive. Please copy/paste the access code.
- This access code will only cover your 8843 form. If you have any dependents or have requested additional Sprintax services, the code will not cover these service fees.

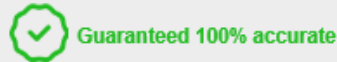
You are here

- Residency
- Getting to know you
- Let's talk money
- Offset your expenses
- About your college
- State Taxes
- Review
- Finished
 - Review
 - **Payment**

Get Help

- FAQ
- Ask Stacy

Finalizing your order



Application Finalised

Payment status: SKIPPED
Email:

[Back](#)[Generate packs](#)

- Select 'Generate Packs'
- Please read through all of the Sprintax instructions very carefully.
 - Gather all of the required documents as stated in the instructions.
 - Sign the required forms as stated in the instructions.
 - Mail all of the required documents to the IRS at the address given in the instructions.
 - We recommend you mail your tax return via certified mail in order to have a tracking number.