

# Sprintax FAQs

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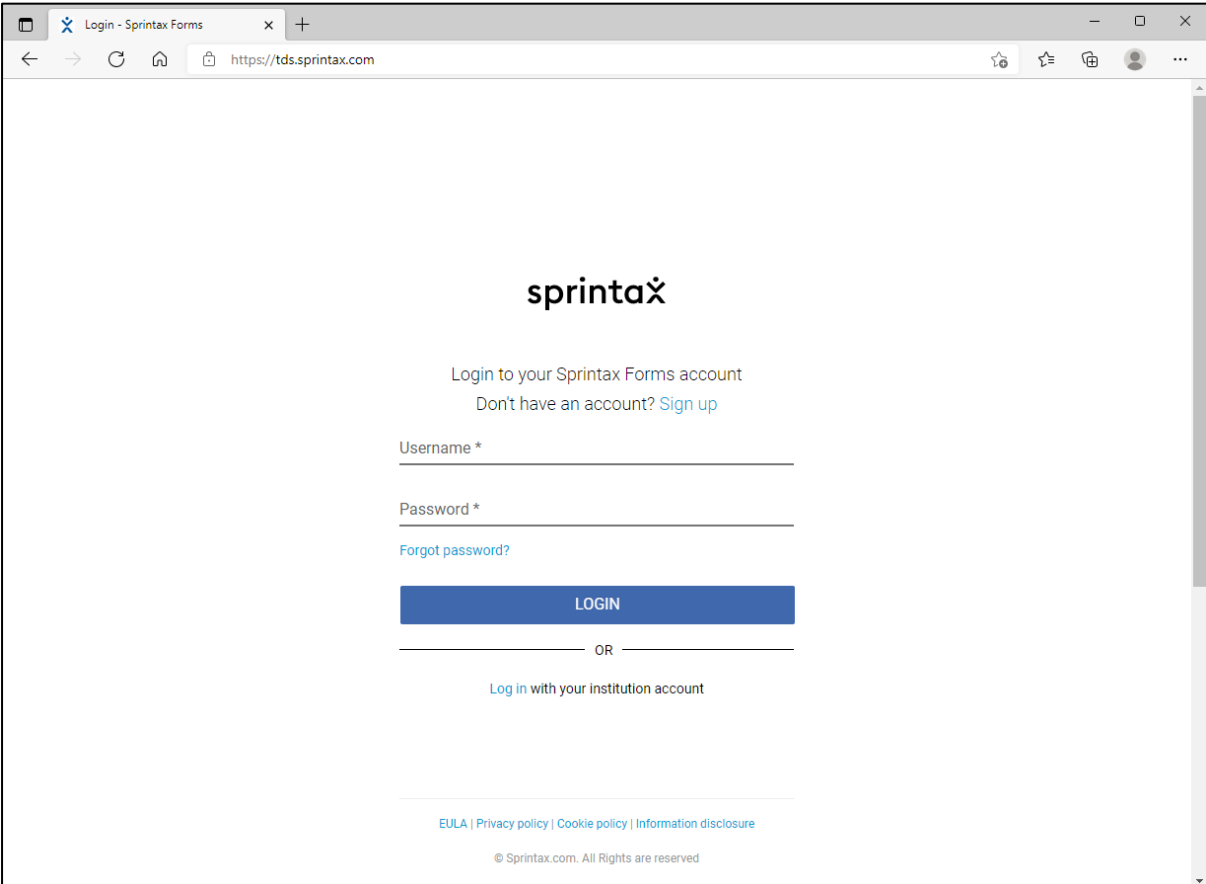
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## Q. What is the difference between Sprintax Forms and Sprintax Returns?

**Sprintax Forms** (formerly Sprintax TDS) is a tool that ensures that you're taxed correctly on payments made to you by Amideast. It also creates and manages your tax documents in a secure online environment. When you log into Sprintax Forms, you will need to complete the questionnaire. Sprintax will identify any deductions and tax treaty benefits. Sprintax will do the calculations and prepare your relevant documents. You also have the option to transfer your data from Sprintax Forms into Sprintax Returns to prepare your tax return.

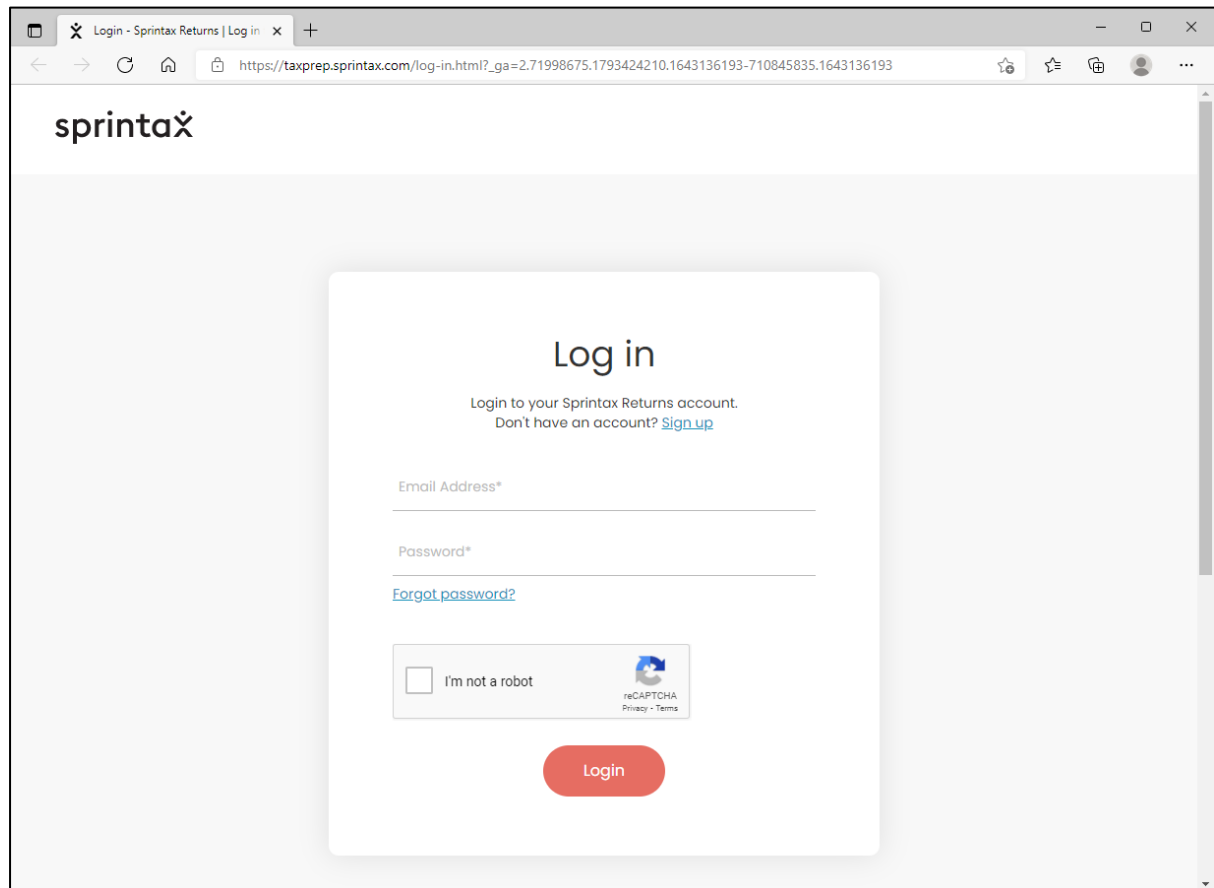
Sprintax Forms Login Page:



The screenshot shows a web browser window with the address bar displaying "https://tds.sprintax.com". The page features the "sprintax" logo at the top center. Below the logo, the text "Login to your Sprintax Forms account" is displayed, followed by a link "Don't have an account? Sign up". There are two input fields: "Username \*" and "Password \*". A link "Forgot password?" is positioned below the password field. A blue "LOGIN" button is centered below the input fields. Below the button, the text "OR" is centered, followed by a link "Log in with your institution account". At the bottom of the page, there are links for "EULA | Privacy policy | Cookie policy | Information disclosure" and a copyright notice "© Sprintax.com. All Rights are reserved".

The **Sprintax Returns** (formerly SprintaxNR Tax Prep) website will assist you with preparing your non-resident Federal and State tax returns. When you log into Sprintax Returns, you can select the tax year that you need assistance with. You will be asked some tax-related questions and Sprintax Returns will populate your relevant tax return forms. You will then **need to print, sign and mail (or e-File if available) these tax forms to the IRS** or (for a not covered by your Fulbright Program) to the State tax authorities if it is a State tax return.

Sprintax Returns Login Page:

A screenshot of a web browser showing the Sprintax Returns login page. The browser's address bar displays the URL: https://taxprep.sprintax.com/log-in.html?\_ga=2.71998675.1793424210.1643136193-710845835.1643136193. The page features the Sprintax logo at the top left. The main content area is a white card with the heading "Log in" and the instruction "Login to your Sprintax Returns account. Don't have an account? [Sign up](#)". Below this are input fields for "Email Address\*" and "Password\*", with a "[Forgot password?](#)" link. A reCAPTCHA widget is present, showing a checkbox labeled "I'm not a robot" and the reCAPTCHA logo with links for "Privacy" and "Terms". A red "Login" button is at the bottom of the card.

## Q. What is the timeline for filing my tax return?

From January to February, Amideast and Sprintax work to finalize your 1042-S form.

By March 15<sup>th</sup>, you can expect to receive your 1042-S form.

Generally, April 15<sup>th</sup> is Tax Day in the U.S., the deadline to complete and mail your tax return and documents to the IRS. (Note: If this date conflicts with a local DC holiday, it will generally be the next business day. In 2022, the deadline is Monday, April 18 for your 2021 tax return.)

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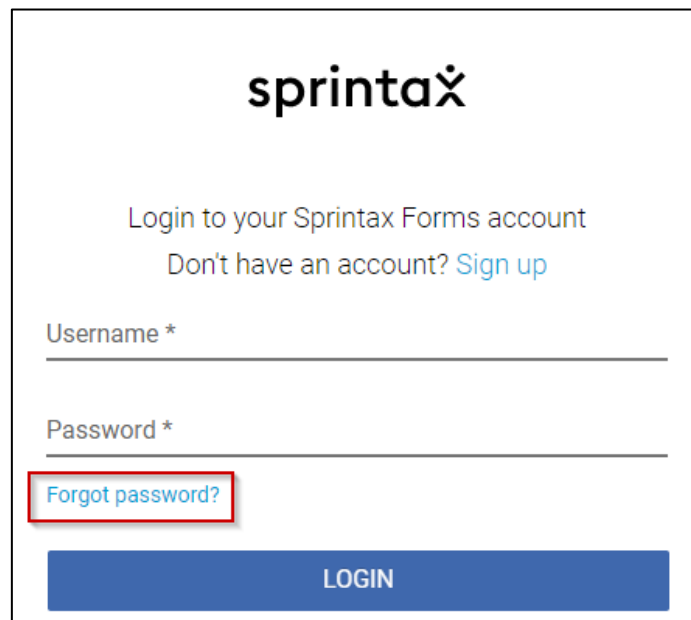
## Using Sprintax Forms

### Q. How do I log into my Sprintax Forms profile?

To log into Sprintax Forms, simply visit <https://tds.sprintax.com/> and enter your login details to access your account. Your username is your email address.

### Q. What should I do if I have forgotten my password?

You can reset your password by clicking the “Forgot password?” link in the login area for Sprintax Forms. We’ll then send you a password reset email to the email address that is registered with your Forms account.

A screenshot of the Sprintax login page. At the top is the "sprintax" logo. Below it, the text "Login to your Sprintax Forms account" is displayed, followed by a link "Don't have an account? Sign up". There are two input fields: "Username \*" and "Password \*". Below the password field is a link "Forgot password?" which is highlighted with a red rectangular box. At the bottom is a blue button labeled "LOGIN".

sprintax

Login to your Sprintax Forms account  
Don't have an account? [Sign up](#)

Username \*

Password \*

[Forgot password?](#)

LOGIN

### Q. When will I receive my 1042-S form?

The 1042-S form reports the amount of money paid to you or on your behalf by Amideast to the IRS. This form is necessary for you to complete your tax return. You must wait until you receive it to file your tax return. You will receive your 1042-S form no later than March 15<sup>th</sup>.

### Q. Where can I find my 1042-S in the Forms system?

Your 1042-S will appear in the Tax Forms section in your Sprintax Forms account.

Your Details   TDS Summary   **Tax Forms**   Document Exchange

PDF 1042-S Income Code 16

PDF 1042-S Income Code 20

Note: this is your 1042-S copy. You only need to keep it for your records. You will need it for your end of year tax return

**Would you like to use our Sprintax tax preparation system?**

You can automatically transfer your details and 1042-S forms to SprintaxNR. Please select "Yes" below, and sign in to SprintaxNR using the same credentials as your TDS account.

**YES, TAKE ME TO SPRINTAX**   **NO, THANK YOU**

TAX FORMS

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## Using Sprintax Returns

### Q. How do I log into Sprintax Returns?

To log into Sprintax Returns, simply visit <https://taxprep.sprintax.com/log-in.html> and use your login details to access your Tax Returns account. Your username is your email address.

### Q. What should I do if I have forgotten my password?

You can reset your password by clicking the "Forgot your password?" link in the log-in area. We'll then send you a password reset email to the email address you gave us. If you can't see the password reset email, check your spam folder in case it's there. Please make sure you use the same valid and current email address that you used to register with Sprintax Forms. All Amideast Fulbright participants are eligible to use Sprintax Returns.

### Q. Do I need to file a tax return and who can use Sprintax Returns?

Amideast has arranged free access to Federal and Form 8843 tax preparation with Sprintax. If you received money from Amideast or payments were made on your behalf by Amideast during the previous calendar year (tax year), you will need to complete and file a tax return with the IRS. If you were present in the U.S. but do not believe you received any money, you are still required to file Form 8843 with the IRS.

## Q. What documents / information might I need to prepare my tax return?

- Passport
- U.S. entry and exit dates for current and all previous visits to the U.S.
- All tax forms you've received (including Forms W-2, 1042-S and/or 1099, etc.)
- 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)

### Tip:

- *Make sure that you have all payment documents for the tax year you're preparing your return for.*

## Q. I don't have an SSN or ITIN? What should I do?

If you have not applied for a Social Security Number, please do so as soon as possible. If you were rejected from receiving a Social Security Number by the Social Security Administration, Amideast can assist you to apply for an Individual Taxpayer Identification Number (ITIN) with the IRS to enable you to file your taxes.

## Q. Can I claim a tax treaty?

Depending on your nationality (tax residency immediately before you entered the U.S.) and other conditions, you may be able to claim a tax refund under an international 'tax treaty'. Tax treaties are agreements between the U.S. and other countries that allow you to claim back tax you paid while working abroad.

Sprintax always checks if you're eligible for an international tax treaty when we prepare your U.S. tax return. Your eligibility depends on factors like your nationality (tax residence), length of stay, purpose of your stay, type of income, and visa.

## Q. What type of visa do I select from the list?

Almost all Amideast students are on a J-1 Student visa. In most cases, you will select **J-1 Student** for the visits that relate to your time with Amideast. If you have had multiple visits to the U.S., you can add visits and select the visa type that relates to each visit. If you are unsure of your visa type, please check the "Visa Type/Class" line on the visa stamp on your passport or the large rectangular field below your SEVIS number on your DS-2019 (top right).

You are here

Residency

Residency Status

Visa Details

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Ask Stacy

Step 1 - Residency

Residency status

Have you been a US citizen, by birth or naturalization, on the last day of 2019?

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 2019 tax year?

Yes ☒ No ☐

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

J1 - Au Pair

J1 - Camp Counselor

J1 - Exchange Cultural Program Visitor

J1 - Trainee

J1 - Internship

J1 - Professor/Lecturer/Teacher/Researcher

J1 - Research scholar

J1 - Scholar/Short-Term Scholar

J1 - Student

J1 - Summer Work and Travel

J1 - International visitor

J2 - Spouse or child of J1 visitor

2018

Yes ☒ No ☐

to Leave US on

J1 - Student

01/16/2018

08/20/2020

NOTE: Please enter your Visitor Status from your I-20 or DS-2019 in the field above. For more information on your visa or status, [click here](#).

NOTE: If you're still in the US you can enter your visa expiry date

## Q. I have income besides my scholarship program with Amideast, where do I enter this?

If you have additional income other than funds you receive from Amideast or that Amideast pays on your behalf, you can report this in the Income Documents section. You can add income documents by clicking on '+ Add Document' and clicking on the dropdown menu and selecting which income document/s you have.

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Ask Stacy

Step 3 - Let's talk money

Income Documents received in 2019

Tell us about what income documents you received in 2019.

- 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.

+ Add Document

Income document type	Quantity
W-2 form(s)	1
1042 - S	1

Back

Next

If you have received income that you have not received a document for, you can report this in the ‘Income not reported elsewhere’ section shown below.

You are here

✓ Residency

✓ Getting to know you

● Let's talk money

- Income Documents
- W-2 forms [1]
- Social Security
- 1042 S [1]
- Other Income

⌚ Offset your expenses

⌚ About your college

⌚ State Taxes

⌚ Review

⌚ Finished

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Step 3 - Let's talk money

Income not reported elsewhere

Did you receive any other income from US sources not reported on the W-2, 1042-S or any other payment documents which you have not entered yet?

Yes ☒ No ☐

+ Add Not Reported Income

What type of income did you receive?	Amount	Type of Service/ Entity/ None	Employer Name
Please Select	0		

## Q. What entity is Amideast?

For Amideast, you can select ‘Non-profit organization or foundation’ from the ‘Type of entity’ dropdown as shown below.

You are here

✓ Residency

✓ Getting to know you

● Let's talk money

- Income Documents
- W-2 forms [1]
- Social Security
- 1042 S [1]
- Other Income

⌚ Offset your expenses

⌚ About your college

⌚ State Taxes

⌚ Review

⌚ Finished

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Step 3 - 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.

Type of entity

Non-profit organization or foundation

Form 1042-S

Foreign Person's U.S. Source Income Subject to Withholding

OMB No. 1545-0098

1 Income code	2 Gross income	3 Chapter indicator. Enter "3" or "4"	13e Recipient's U.S. TIN, if any	13f Ch. 3 status code
10		Please Select		01
		3a Exemption code	13g Recipient's foreign tax identification number, if any	13g Ch. 4 status code
		Please Select		30
		3b Tax rate	13h Recipient's GIN	13i LOB code
		08.00		
		4a Exemption code		
		Please Select		
		4b Tax rate		
		Please Select		
5 Withholding allowance			13k Recipient's account number	
6 Net income			13l Recipient's date of birth (YYYYMMDD)	
7a Federal tax withheld			14a Primary Withholding Agent's Name (if applicable)	
7b Check if federal tax withheld was not deposited with the IRS because escrow procedures were applied (see instructions)			14b Primary Withholding Agent's EIN	15 Check if pro-rata basis reporting
8 Tax withheld by other agents			15a Intermediary or flow-through entity's EIN, if any	15b Ch. 3 status code
9 Overall withheld tax repaid to recipient pursuant to adjustment procedure (see instructions)			15d Intermediary or flow-through entity's name	15c Ch. 4 status code
10 Total withholding credit (combine boxes 7a, 8, and 9)			15e Intermediary or flow-through entity's GIN	
11 Tax paid by withholding agent (amounts not withheld) (see instructions)			15f Country code	15g Foreign tax identification number, if any
12a Withholding agent's EIN	12b Ch. 3 status code	12c Ch. 4 status code	15h Address (number and street)	
00	00	05	15i City or town, state or province, country, ZIP or foreign postal code	
12d Withholding agent's name			16a Payer's name	16b Payer's TIN
12e Withholding agent's Global Intermediary Identification Number (GIN)			16c Payer's GIN	16d Ch. 3 status code
12f Country code	12g Foreign taxpayer identification number, if any		16e Ch. 4 status code	
12h Address (number and street)				
12i City or town, state or province, country, ZIP or foreign postal code				
City	State/Province	ZIP/Postal code		
13a Recipient's name	13b Recipient's country code			



### **Q. Can I file jointly with my spouse?**

If you are married, you do not have the option to file a return jointly with your spouse, if both you and your spouse are non-resident aliens. If you file Form 1040NR, your only option is to file a single tax return (married non-resident alien status is also treated as a single). If you are filing Form 1040NR-EZ, you can only claim "single non-resident alien" or "married non-resident alien", which are both treated as single filing status and you cannot claim dependency exemptions.

### **Q. Do my dependents have to file a tax return?**

If your dependent resided with you in the U.S. during the tax year, they are also required to submit a tax return.

### **Q. Can I claim dependents on my tax return?**

A 'dependent' is a broad definition of a child or another member of your household. In general, non-residents are not allowed to claim dependents on their tax returns.

### **Q. What should I do if I enter incorrect information on my tax return in Sprintax?**

If you enter the wrong information on your tax return in Sprintax, you can simply go back through the steps, correct the information, and submit your tax return again. If the correction is made on your Federal tax return, the access code will still be valid and cover the changes made to your tax return. If the changes are for your State return, you won't be asked to pay again.

Please note that you are allowed to change any piece of information in your account, such as addresses, name, and other personal data. However, to protect user's privacy and security the user is allowed to change just one piece of unique personal information at a time and these are: your Name(s), Date of Birth and Social Security number. For example, if you made a mistake in your DOB and you want to correct it, you can do that, but you will be unable to change your name or SSN at the same time as those fields will be locked for editing.

### **Q. What should I do if I discover a mistake on the tax return I filed with the IRS?**

If you submit incorrect information on your tax return to the IRS, you will need to correct this by completing and filing a 1040X – Amended U.S. Individual Income Tax Return. Sprintax can help you complete your Federal amended tax return. Simply create an account or log into your existing one and tick the box next to "I want to correct my tax return I already sent to

the IRS" for the relevant tax year. Next, simply click on Edit and you will be able to proceed with amending your return.

Contact the Sprintax team ([amideast@sprintax.com](mailto:amideast@sprintax.com)) via our online chat system for additional information about amending your State tax return.

### **Q. Where can I enter my Amideast access code (discount code)?**

Simply enter the code on the 'Review Your Order' page to get your discount. You must have a different access code for every tax year and each code can only be used once. You can find the access code on the email sent to you by Amideast with instructions on filing your tax return. This access code covers the cost of the Federal tax return and Form 8843. Any additional tax returns or other documents prepared by Sprintax (such as for state taxes) are not covered.

### **Q. Can I e-File my tax return?**

As of March 2021, e-File is now available for Federal tax returns using Sprintax. In order to be eligible for e-Filing, your return must meet certain criteria. More information can be found on the [Sprintax website](#) or by contacting [amideast@sprintax.com](mailto:amideast@sprintax.com).

### **Q. What is the April 15th deadline?**

The April 15th tax deadline is usually the date by which all tax returns must be filed for the previous year. If you owe the IRS money and you don't file your tax return by April 15th, the IRS will impose late filing penalties and interest on the amount you owe, so the sooner you file the better. (Note: the specific date in April can change from year to year.)

### **Q. What should I do if I owe money to the tax office?**

If you underpaid your taxes, you need to pay the outstanding amount to the relevant tax office before the deadline (18th of April for tax year 2021). If you end up owing additional taxes with your return, you have various options to pay your taxes. You can pay by check, bank transfer, or use your credit or debit card.

You may need to prepare a payment voucher and mail it to the IRS with a check or money order if you choose this payment method. If you choose to pay with a payment voucher, Sprintax will provide the filled-out form for you. You will find detailed information about the method you have chosen in your instructions.

### **Q. I will not be able to send my return on time. What should I do?**

If you are not able to file your federal income tax return by the due date, you may be able to get an automatic 6-month extension. To apply for the additional time, you must file 'Form

4868: Application for Automatic Extension of Time to File U.S. Individual Income Tax Return' by the original deadline for filing your tax return.

You should note that Form 4868 is an extended deadline to file your tax return but is not an extension of time to pay any money due. If you owe any tax, you must estimate your tax liability on Form 4868 and pay any amount due at that time.

### **Q. When I've mailed my tax return to IRS how can I check the status of my tax return?**

You can check the status of your federal tax refund at any time by using the "Where's My Refund?" tool on the [IRS website](#). You can also call the IRS TeleTax System on (800) 829-4477 or the IRS Refund Hotline on (800) 829-1954. When you call or visit the IRS website, you will need the following information:

- The first social security number shown on the federal return
- Your filing status (single or married filing separately etc.)
- The exact amount of the refund shown on your federal return (\$ amount of the refund)

### **Q. Should I file a tax return if I had no income?**

If you have been present in the U.S. during the tax year on F, J, M or Q visa status and did not receive any income you should only file the Form 8843-Statement for Exempt Individuals, to explain the basis of your claim that you can exclude days of presence in the U.S. for purposes of the substantial presence test and to meet the obligations of your academic visa. Form 8843 is not an income tax return. Form 8843 is merely an informational statement required by the U.S. government. Sprintax will help you prepare your 8843 form quickly and easily just by answering our straightforward questionnaire!

All you need to do is:

- Create/Login to your account
- Fill in some information about your stay in the U.S.
- Finalize the process and review your form
- Print, sign, and mail the forms to the IRS

### **Q. Do I have to file a state tax return?**

In the United States, besides federal tax, there are also state taxes and local taxes (in addition to many other types of tax such as FICA, sales, property, etc). Whether you need to file a state tax return will depend on the tax rules of the state in which you lived and /or worked. Sprintax will prepare your federal tax return and if requested, they will also prepare your state tax return for a fee. You may be eligible to receive reimbursement from Amideast for state taxes that you may owe as a result of your Fulbright scholarship income. State taxes owed as a result of employment are not eligible for reimbursement and are your responsibility to pay.

## **Q. Where can I find my tax return in case I haven't printed or saved it?**

If you need to reprint or modify your tax return, simply log-in to your account and click on the "**Download Returns**" section on the drop-down menu in the top right corner.

## **Q. I am having software/browser issues**

Generally, this could be caused by something in your browser or computer interfering with normal network interaction. The issues that you encounter within your Sprintax account can be solved by:

- Logging in through a different browser. Some versions of Google Chrome do not comply with the Sprintax software at 100%.
- Clearing your browser cache and cookies - A cookie is a small file that is stored on your computer when you visit a website and contains information about your previous interactions with that website. Sometimes cookies can cause problems with your browser loading certain websites, especially if a website has recently gone through an update of its layout. The cache file saves parts of websites you have loaded, but just like cookies, can cause problems if a website has gone through a design change. Note: Clearing your browser cache and cookies may clear information that is saved to websites you visit, such as any usernames or passwords that may be saved and automatically entered each time you visit that site.
- Perform a "hard refresh" in your browser (Windows: Ctrl+Shift+R / Mac: Command+Shift+R)

## **Q. If I am due a refund, where should I have it sent?**

If you expect to receive a tax refund from the IRS, you can select to have it direct deposited or mailed to you by check. If you select to have it mailed, please have it sent to Amideast:  
Amideast-Fulbright  
2025 M Street NW, Suite 600  
Washington, DC 20036

## **Q. If I worked during the year or am on AT, how do I know if part of the refund is due back to me?**

After you have completed your tax return and mailed it to the IRS, Sprintax will provide a tax refund breakdown that shows what portion of each student's refund is due back to Amideast or belongs to the student. Amideast will work with you to make sure you receive your portion of the refund.

## **Q. How long will it take to get my refund?**

Exact timelines are determined by the IRS on a case-by-case basis. Tax return processing time for paper tax returns (including non-residents 1040NR) is estimated at 4-6 weeks from the moment when the tax return is received by the IRS (not from the date you sent it). Please allow an additional 1-2 weeks of processing time for mailing if you requested a check before you contact IRS. Please note that it may take the IRS up to 6 months to process non-resident returns. Due to the pandemic, processing time will be further delayed.

### **Q. What if I miss the deadline and file late, or don't file at all?**

Non-residents can apply for their tax refunds even after the April deadline, but a return has to be filed no more than 3 years after the original deadline in order for the IRS to issue a refund.

You should not worry about the penalties and fines if you have no tax liability, the IRS will not penalize you if you do not file a return on time.

The deadline for filing your Form 8843 is the same as the deadline for filing your tax return.

If you owe additional tax for the year, you must file a return and pay those taxes on time to avoid late filing and payment interest and penalties. The IRS charges substantial interest and penalties on past due taxes. Where there are additional taxes due, the IRS treats each late filer individually and calculates penalties and interest based on the balance due shown on the return or adjusted by the IRS. Once the IRS processes your return, they'll calculate the penalties and interest based on the number of days your return is late, and then send you a separate bill. For this reason, Sprintax cannot calculate late filing penalties or interest.

The terms of your visa require that you stay in compliance with all laws of the United States, including the rules relating to income tax filing. If you want to apply for permanent residence in the U.S. at a later date you will be asked to prove that you have complied with all tax laws.

### **Q. How can I get help?**

The Sprintax team is ready to help! Simply log into your account to access the Live Chat to talk to an agent or email [Amideast@sprintax.com](mailto:Amideast@sprintax.com).

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## **Additional Sprintax Information**

### **Q. How does Sprintax work?**

Sprintax is easy to use and works as follows:

- You create an account, or log-in if an account has already been created.
- You then answer the Sprintax questionnaire.
- Sprintax then reviews your details for all applicable allowances and deductions.
- Sprintax finalizes the calculations and prepares your tax return.
- You print your tax return, sign it, and mail it to IRS.

## Q. How will Sprintax help me?

Sprintax offers a range of services to assist in the preparation of tax returns, including the following:

- Federal tax preparation – 1040NR and 1040NR-EZ (*covered by your Amideast access code*)
- State tax preparation (*for an additional fee*)
- Form 8843 (*covered by your Amideast access code*)
- ITIN Preparation (Form W-7)
- FICA Preparation (Form 843)

## Q. How long can I access my Sprintax online account for?

You can access your Sprintax account for as long as you like and if you choose to use our service for future tax years, you can still access the same account.

## Q. What are the fees?

Sprintax Individual User Pricing

Service	SprintaxNR pricing	Covered by Amideast with Access Code
Federal Tax Preparation (Form 1040 NR and Form 8843)	\$39.95	Yes
State Tax Preparation (per state)	\$34.95	No

If your individual circumstances are not supported by the Sprintax software, your tax return may be prepared offline instead.