

TAX YEAR 2019 SPRINTAX PREPARATION

INTERNATIONAL STUDENT SESSION



WAKE FOREST
UNIVERSITY

Email Presentation

Due to unforeseen circumstances we have had to cancel the in-person tax preparation sessions.

We are going to attempt to walk you through the preparation of your 2019 US and North Carolina tax returns with this presentation.

We understand there may be questions we do not answer in this presentation so our contact information will be available at the end of the slides.

We are using Sprintax software for the returns. For returning students, it is the same software as last year so most of it should be familiar. For first time filers we are going to try to walk you step by step through the software.

We cannot cover every potential situation, so we are going to show you what the average tax return should look like.

If you did not take advantage of our offer to assist you in obtaining an Individual Taxpayer Identification Number (ITIN) you will have to apply using Sprintax. If you apply using Sprintax we will not be able to assist you with any questions the IRS may have regarding your ITIN application.

Or you can wait until we can meet face-to-face to apply for an ITIN through the Wake Forest Tax Department. If you wait, you should file an extension to file your tax return by filing Form 4868 on or before April 15, 2020. Otherwise, your return will be filed late and you could be subject to penalties. The decision is yours.

FORM 8843

Every international student needs to complete Form 8843 *Statement for Exempt Individuals and Individuals With a Medical Condition*. You may use Sprintax to complete the form or you may find the form at www.irs.gov.

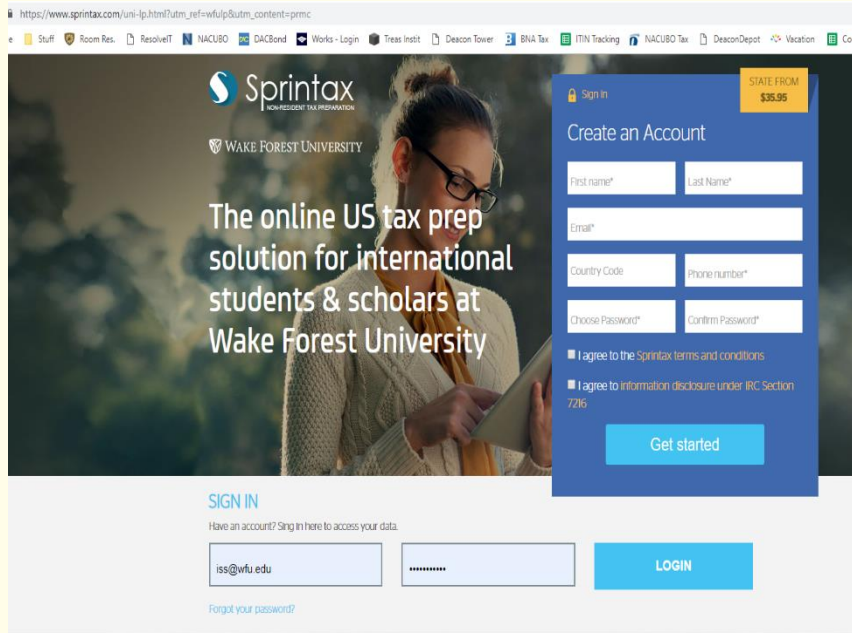
If you complete the form manually you will need to complete the address information, Part I and Part III. You will also have to sign the form. Please use the mailing address in the Form 8843 instructions.

If you complete it with your tax return no separate signature is required. You will print and send Form 8843 with Form 1040-NR. Please be sure to always keep a copy of anything you file with the IRS.

FORM 1040-NR

You will need the Sprintax code **SpTx2019WFU301F** in order to take advantage of the Wake Forest discount on the federal return. Last year the discounted cost for a federal return was approximately \$3. The North Carolina state return will cost approximately \$29.95.

You will need your Form 1042-S, passport, visa, I-20 or DS-2019 and I-94 to complete your return. If you worked you will need your W-2 as well. If you did not receive your 1042-S form email tax@wfu.edu and we will email you a secure copy.



https://www.sprintax.com/university.html?utm_ref=wfup&utm_content=prmc

Stuff Room Res. ResolveIT NACUBO DACBord Works - Login Treas Inst Descon Tower BNA Tax ITIN Tracking NACUBO Tax DesconDepot Vacation Cont

Sprintax
NON-RESIDENT TAX PREPARATION

WAKE FOREST UNIVERSITY

The online US tax prep solution for international students & scholars at Wake Forest University

Create an Account

Sign in STATE FROM \$35.95

First name* Last name*

Email*

Country Code Phone number*

Choose Password* Confirm Password*

☐ I agree to the Sprintax terms and conditions

☐ I agree to information disclosure under IRC Section 7216

Get started

SIGN IN

Have an account? Sing in here to access your data.

iss@wfu.edu

LOGIN

[Forgot your password?](#)

Enter [www.Sprintax.com](https://www.sprintax.com) this is the log-in page or the create account page. If you are a returning student you should be able to log-in and begin. A first student will need to create an account.

If you are a returning student this is the first screen you will see. The quickest and easiest option is to have Sprintax transfer your information from the prior year.

Check the information to be sure everything is up-to-date.

We have some of your information on a file with us, and you can choose to have some of the fields transferred for you. How would you like to proceed?

- ☒ Transfer visa, personal and contact information from my 2018
- ☐ Do not copy anything, I will supply all information.

OK

If this is the first time you have used Sprintax you will have to enter all of your information.

We have some of your information on a file with us, and you can choose to have some of the fields transferred for you. How would you like to proceed?

- ☐ Transfer visa, personal and contact information from my 2017
- ☒ Do not copy anything, I will supply all information.

OK

Hey International, 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.



☒ 2019

☐ 2018

View

Edit

☐ I want to correct my 2018 tax return I already sent to the IRS

☐ 2017

View

Edit

☐ I want to correct my 2017 tax return I already sent to the IRS

☐ 2016

View

Edit

☐ Prior tax years

Next

**This is the first screen,
you will select 2019 and
click on “Next”**

You are here

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

Get Help

- FAQ
- 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 ☐

When was your first visit to the US?

2018

Are you still in the US?

Yes ☒ No ☐

NOTE: Your residency status is determined by the complete history of all your visits to the US including any visits as a student, trainee, tourist and all other entries to the US from 1989 onwards.

Please provide details below of all your visits to the US starting from 2018.

[+ Add Visit](#)

Visitor status	Entered US on	Intention to Leave US on
F1 - Student 2	08/22/2018	05/16/2022

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

Back

Next

This is the Residency screen – in circle 1 you will your information for 2019.

In circle 2 you will enter the information from your visa as the “Entered..” date and from your I-20 or DS-2019 as the “Intention to Leave..” date. Make sure to enter the appropriate visa type.

Step 1 - Residency

Please provide details of your current US visa.

Visa Details

Visa type

F1 - Student

Visa issue date

08/03/2018

Visa expiry date

07/31/2023

Date you first entered the US

08/22/2018

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

05/16/2022

Country of Citizenship

Australia

Country of Residence before you entered the US

Australia

Have you changed your visa during 2019?

Yes ☐ No ☒

Back

Next

This information will most likely be on your visa. If you are from Canada, use the information from your I-94. The date you intend to leave the US will be found on your I-20 or DS-2019.



Step 2 - Getting to know you

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

About you

First name

International

Middle name

Middle name

Last Name

Student

Occupation

Student

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.

Date of Birth

01/21/1999

Did you have US income (wages, scholarships, or other payments) in 2019

Yes ☒ No ☐

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

958-95-3855

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?

Yes ☐ No ☒

Have you used your ITIN in the last 3 years?

Yes

No

Back

Next

Getting to Know You questions you will no the answer to. The pop-up asking if you have used your ITIN in the last 3 years should be answered yes. You have either filed a tax return with it or it was just issued to you sometime in 2019 or early 2020.

Step 2 - Getting to know you

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

Your Address

US Address

PO Box 7201 1834 Wake Forest Road

Apartment number

Winston-Salem

North Carolina

27109

Home Address (outside the US)

123 Kangaroo Way

Address (county, province)

Koala

Australia

2589

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

PA2549559

Passport issued by

Australia

Phone number

United States (+1)

3367583309

Australia (+61)

Home phone number

Back

Next

On this screen, if you live on campus, put your campus PO Box number, then 1834 Wake Forest Road, just like I have on this page.

Click the box to have any correspondence sent to your US address. If it goes to your home address outside the US, you may never get it.

Step 2 - Getting to know you

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

Marital Status

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

Yes ☐ No ☒

Were you married on the last day of 2019?

Yes ☐ No ☐

Back

Next

Generally, none of you can be claimed as a dependent on another US tax return.

If you got married in 2019, CONGRATULATIONS!



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
1042 - S	1

Back

Next

Let's Talk Money!

This is where you tell Sprintax what forms you received. Most of you will have a 1042-S while others will have a W-2 and a few will have both. If you have a bank account in the US, you may have a Form 1099 as well. If you received the Form 1098-T you will not need it as a NRA tax filer.



Let's Talk Money! Step 3

You will enter the information from the 1042-S here. Please enter exactly as shown on Form 1042-S.

Form 1042-S

Next



Let's Talk Money! Step 3

You will complete all the blue and green sections. For some reason the code for Box 13g does not appear on your copy of the 1042-S, the code is "23." The Box 13f code is "16."

You will NOT have a "Withholding Allowance," leave that box blank. The information on this page for Wake Forest is correct, you can use it to fill in your Sprintax screen. Ok I can't draw a circle..

Form 1042-S		Foreign Person's U.S. Source Income Subject to Withholding		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	2 Gross income	3 Chapter indicator. Enter "3" or "4"	13e Recipient's U.S. TIN, if any	13f Ch. 3 status code	16
16	18500	3a Exemption code 00	13g Ch. 4 status code	23	
		3b Tax rate 14.00	13h Recipient's GILN	13i Recipient's foreign tax identification number, if any	13j LOB code
5 Withholding allowance					
6 Net income		13k Recipient's account number			
7a Federal tax withheld 2594		13l Recipient's date of birth (YYYYMMDD)			
7b Check if federal tax withheld was not deposited with the IRS because eecrow procedures were applied (see instructions)					
8 Tax withheld by other agents		14a Primary Withholding Agent's Name (if applicable)			
9 Overwithheld tax repaid to recipient pursuant to adjustment procedure (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	12b Ch. 3 status code	12c Ch. 4 status code			
56-0532138	20	24	15d Intermediary or flow-through entity's name		
12d Withholding agent's name		15e Intermediary or flow-through entity's GILN			
Wake Forest University		15f Country code		15g Foreign tax identification number, if any	
12e Withholding agent's Global Intermediary Identification Number (GILIN)		15h Address (number and street)			
12f Country code	12g Foreign taxpayer identification number, if any		15i City or town, state or province, country, ZIP or foreign postal code		
12h Address (number and street)		16a Payer's name			
PO Box 7201 1834 Wake Forest Road		16b Payer's TIN			
12i City or town, state or province, country, ZIP or foreign postal code		16c Payer's GILN		16d Ch. 3 status code	16e Ch. 4 status code
Winston-Salem NC 27109-7201		16f Recipient's country code		16g Recipient's state tax no.	
13a Recipient's name		Australia		16h Name of state	
13b Recipient's address (number and street)		0		34-96626	
13c City or town, state or province, country, ZIP or foreign postal code		17a State income tax withheld		17b Payer's state tax no.	
		17c Name of state		North Carolina	

Step 3 - Let's talk money

Please enter the required information in the blue boxes. 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.

Select employer type

College, University or other Educatic

		a Employee's social security number		OMB No. 1545-0008	
b Employer identification number (EIN) 56-0532138		1 Wages, tips, other compensation 5000		2 Federal income tax withheld 500	
c Employer's name, address, and ZIP code Wake Forest University PO Box 7201, 1834 Wake Forest Road Winston-Salem NC 27109		3 Social security wages		4 Social security tax withheld	
		5 Medicare wages and tips		6 Medicare tax withheld	
		7 Social security tips		8 Allocated tips	
d Control number		9		10 Dependent care benefits	
e Employee's first name and initial Last name Suff.		11 Nonqualified plans		12a See instructions for box 12 v	
		13 Statutory employee Retirement plan Third-party sick pay <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		12b v	
		14 Other v Amount		12c v	
		v Amount		12d v	
f Employee's address and ZIP code					
15 State Please	Employer's state ID number 34-96626	16 State wages, tips, etc. 5000	17 State income tax 200	18 Local wages, tips, etc.	19 Local income tax
20 Locality name					

Form **W-2** Wage and Tax Statement

Department of the Treasury—Internal Revenue Service

Let's Talk Money! Step 3

This is the W-2 input screen. You will complete all the green boxes. If you have information in the blue boxes input that information too.

Let's Talk Money! Step 3

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 ☒

Generally the answer here is “No.” If you have other income not reported on any form please complete this screen.

Step 3 - Let's talk money

Other taxes and payments

Did you make any **estimated tax payments** during 2019 which you paid directly to IRS yourself and not through your employer?

Yes ☐ No ☒

Did you make any estimated tax payments to the state tax office during 2019 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 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 ☐

Please provide details for your most recently filed previous tax return. Don't keep a copy?

Tax year	Tax return type
2018	1040NR-EZ

Did you claim state tax expenses on your 2018 tax return , line 11, page 1?

Yes ☒ No ☐

How much?

\$ 429

Did you have any overpayment listed on your 2018 tax return (1040NR-EZ, Line 24) which you requested to be applied against your 2019 estimated tax?

Yes ☐ No ☒

Have you filed a state tax return before?

Yes ☒ No ☐

[+ Add State](#)

Please, do not include here any payments already reported on 1099-G, box 2, in Step 3 - Let's talk money

Did you have any overpayment listed on your 2018 state tax return?

Yes ☐ No ☒

[- Remove state](#)

Let's Talk Money! Step 3

Other taxes: Generally the answer to the first 4 questions is “No.”

You will need a copy of last year's tax return to answer these questions.

Step 4 - Offset your expenses

Please provide us with details of any expenses you incurred in 2019. 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.

Supplies

Books

Other course-related fees that are required for the courses

Equipment costs

NOTE: You are eligible to use academic expenses such as fees, books, supplies, and equipment that are required for the courses at the eligible educational institution. These items must be required of all students in your course of instruction.

Student loan interest deduction

Did you pay interest on a qualified student loan? Yes ☐ No ☒

Offset Your Expenses! Step 4

Generally if you receive a full scholarship you will not have any expenses to input here. Nor will you have any qualified student loan interest to deduct.



Step 4 - Offset your expenses

Please provide us with details of any expenses you incurred in 2019. 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.

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 2019 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.

Offset Your Expenses! Step 4

You may or may not have made charitable contributions during 2019. Your time does not count as a contribution for tax purposes.

You may have received a Form 1095-A, this form is just for your records.

Step 5 - About your College / Program

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

North Carolina

Name of University

Wake Forest University

Address

PO Box 7385, 1834 Wake Forest Road

City

Winston-Salem

Zip code

27109

Phone

336-758-5938

Program director details

([DS2019](#) – Box 7 or see [School Information](#) section on your [I-20](#))

State

North Carolina

Name of advisor

Tara Grischow

Address

PO Box 7385, 1834 Wake Forest Road

City

Winston-Salem

Zip code

27109

Phone

336-758-5938

Course / program details

Name of University

Wake Forest University

Course Type

Bachelors Degree

Major

Accounting

About Your College/Program Step 5

You will need your [I-20](#) or [DS-2019](#) to complete this section.

The address information shown here is correct, the name of the advisor will be on your [I-20](#) or [DS-2019](#). Don't use hyphens in the telephone number Sprintax does not like hyphens.

This completes the federal portion of the program.

State Taxes Step 6

After you click on “Next” at Part 5 you will see this screen.

Step 6 - State taxes

Transferring your data

Transfer completed

Personal Information:	<input type="checkbox"/>
Income:	<input type="checkbox"/>
Deductions:	<input type="checkbox"/>
Credits:	<input type="checkbox"/>

We've successfully transferred your federal information,
so a big part of your state return is already done.

State Taxes Step 6





Step 6 - State Taxes

Living in the US

Please provide details of each state you lived in during 2019. 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 2019 correctly you may need to review and change the entry and exit dates you have entered on the step "Residency status".

See [Example](#)

Entry date	Exit date	State	Type of accomodation	Type of visit
01/01/2019	Until 	North Caroli 	Dormitory 	Temporary 

This screen helps determine your residency for state purposes. As a student your visit is temporary in nature. The exit date for this screen is 12/31/2019.

If you are a first time filer your entry date will be sometime in August 2019, most likely.

State Taxes Step 6

As a student your visit is temporary in nature.

Step 6 - North Carolina

Residency determination

Are you in the State of North Carolina for temporary purpose?

Yes ☒ No ☐

State Taxes Step 6

Sprintax is confirming that you should file a tax return for the state or states listed below. If you want to file the states listed check the box. You should file the states listed, but we can't make you do so. If you get caught not filing, it could be very expensive.

Step 6 - State taxes

We have reviewed your information and found that you need to file the following tax return/s:

Select the State Tax Return/s you would like to file

☐ North Carolina

If you have an access code you can enter it later on the order review page.



State Taxes Step 6

North Carolina wants to know if you have made any purchases that you have not paid sales tax on. If you have made such purchases, you will have to tell them how much you spent.

You most likely will answer no, as most all web sites will assess state tax based on the shipping location.

Step 6 - North Carolina

Additional Questions

Did you have any [taxable purchases](#) made over the Internet, through toll-free numbers, from mail order catalogs and from out-of-state locations, or any other occasion where use tax was not charged and collected by the seller?

Yes ☐ No ☒



State Taxes Step 6

North Carolina wants to know if you have made any purchases that you have not paid sales tax on. If you have made such purchases, you will have to tell them how much you spent so they can assess the sales tax on the purchases.

Step 6 - North Carolina

Additional Questions

Did you have any [taxable purchases](#) made over the Internet, through toll-free numbers, from mail order catalogs and from out-of-state locations, or any other occasion where use tax was not charged and collected by the seller?

Yes ☐ No ☒

Let's review the numbers

Federal

NC

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) \$23,500.00

FDAP income Schedule NEC

Income not effectively connected: \$0.00

Capital gains income/loss \$0.00

Income exempt by a tax treaty \$0.00

Deductions & Expenses \$200.00

Adjustments
(more)

Itemized Deductions \$200.00

Taxable income \$23,300.00

Taxes

Tax liability & Credits
(more) \$2,605.00

Total tax paid
(more) \$3,094.00

Federal Tax Refund / Tax Owed

Your refund = \$489.00

Nearing the End!

Finally we come to the summary screens. This will show you how much federal tax you owe. Unfortunately very few of you will receive refunds for 2019. If you have previously filed a state return you are more likely, but **NOT** guaranteed to receive a refund.



Federal

NC

North Carolina state income and tax summary:

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

A. North Carolina Income

I. Income

Federal Adjusted Gross Income	\$23,500.00
Additions to federal adjusted gross income	\$0.00
Deductions from federal adjusted gross income	\$0.00
Taxable income from all sources	\$23,500.00

II. What we can deduct

Itemized or Standard Deduction	\$0.00
North Carolina Income Ratio	100.0000%

III. Final amount that's taxed

North Carolina Taxable Income	\$23,500.00
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B. North Carolina Tax Liability

I. North Carolina Taxes

North Carolina State Income Tax	\$1,234.00
Consumer Use Tax	\$0.00

C. North Carolina Payments and Credits

I. North Carolina Income Tax Withheld	\$200.00
II. North Carolina Estimated Payments; Amount Paid With Extension	\$0.00
III. North Carolina Tax Credits	\$0.00

D. Tax Refund / Tax Owed

I. Amount you owe	\$1,034.00
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Nearing the End!

Unless you have a tax treaty, you will more than likely owe North Carolina tax. Hopefully not as much as this person owes!

We have gone as far as we can go with the test person in Sprintax. The next screens will show how much you owe or how much of a refund you will receive. We tried very hard to withhold enough for the scholarships we processed through the Tax Department to make sure your federal withholding was sufficient to cover the tax due. But sometimes thing got paid without coming through us so you may owe federal.

We did not withhold any state tax on the scholarships we processed through the Tax Department. North Carolina does not currently require withholding on NRA scholarships, so you will owe the state some money.

Here is our contact information and the answers to some of the questions on the screens before you pay or enter the code for the free federal return. Make sure you enter the code for the discounted federal return!!!

Allison Franklin & Chris Jessie tax@wfu.edu

We are NOT a VITA site.

Sprintax code: SpTx2019WFU301F

Print and mail returns using the address listed in Form 1040-NR instructions. Always keep a copy of what you file for your records!



VITA Volunteer

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

You may contact us at tax@wfu.edu if you have any questions. We will try to assist anyone who asks for help. We will answer questions in the order in which they are received. We may not answer you immediately, but we will try to get an answer to you as soon as possible.

This presentation was presented by the Wake Forest University Tax Department.

Allison Franklin, Associate Tax Director

Chris Jessie, Senior Tax Accountant*

***100% responsible for the drawings**
