



SprintaxTDS Personal Guide – OPT/CPT

Tax Liabilities When On OPT/CPT



Federal Income Tax Rates For OPT/CPT Students



- The IRS requires federal income tax withholding on all U.S. source payments to nonresident alien students
- OPT/CPT as well as individual students/scholars are taxed on their wages at graduated rates, starting at 10% and increasing to 37% for the highest earners. The level of tax will depend on your income level
- You may be able to use tax treaties to reduce this level of withholding or exempt it entirely
- You may also have to pay state tax on your income depending on where you live in the U.S. and your personal circumstances



FICA

T

A

X

FICA Taxes



- **Nonresident** international students and scholars (J1 & F1) **should not be paying FICA**
- This means that no matter whether you are doing OPT, OPT extension or CPT (Curricular Practical Training), you are exempt from paying Social Security and Medicare taxes unless you've been in the United States long enough to be deemed a resident for tax purposes
- If the OPT is not related to the course of study, FICA would apply
- If you are a resident for tax purposes you will be subject to FICA taxes
- Opportunity to claim back
 - From employer
 - Via Form 843 & Form 8316

Pre Employment Tax Forms When On OPT/CPT



Form W-4 Pre Employment Tax Document



- Prior to employment you will likely need to fill out the Form W-4
- This form helps your employer to deduct the correct amount of Federal taxes from your pay
- It requires details such as your name, address, social security number, filing status, if you have more than one job as well as dependents and other adjustments
- SprintaxTDS Personal will help to prepare this document for you. You will then need to sign the W-4 and provide it to your employer

W-4

Employee's Withholding Certificate
OMB No. 1545-0074

2021

Form (Rev. December 2020) Department of the Treasury Internal Revenue Service

▶ Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.
▶ Give Form W-4 to your employer.
▶ Your withholding is subject to review by the IRS.

Step 1:	(a) First name and middle initial _____ Last name _____	(b) Social security number _____
Enter Personal Information	Address _____	
	City or town, state, and ZIP code _____	
	(c) <input type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly or Qualifying widow(er) <input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)	

▶ Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov.

Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, when to use the estimator at www.irs.gov/W4App, and privacy.

Step 2: Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.
Multiple Jobs or Spouse Works Do **only one** of the following.
 (a) Use the estimator at www.irs.gov/W4App for most accurate withholding for this step (and Steps 3-4); or
 (b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; or
 (c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld ▶
TIP: To be accurate, submit a 2021 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

Complete Steps 3-4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3-4(b) on the Form W-4 for the highest paying job.)

Step 3:	If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly):	
Claim Dependents	Multiply the number of qualifying children under age 17 by \$2,000 ▶ \$ _____	
	Multiply the number of other dependents by \$500 ▶ \$ _____	
	Add the amounts above and enter the total here	3 \$ _____
Step 4 (optional): Other Adjustments	(a) Other income (not from jobs). If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income	4(a) \$ _____
	(b) Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here	4(b) \$ _____
	(c) Extra withholding. Enter any additional tax you want withheld each pay period	4(c) \$ _____

Step 5: Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

Sign Here	_____ Employee's signature (This form is not valid unless you sign it.)	_____ Date
Employers Only	Employer's name and address _____	First date of employment _____
	Employer identification number (EIN) _____	
	<small>For Privacy Act and Paperwork Reduction Act Notice, see page 3. Cat. No. 102200 Form W-4</small>	

Form 8233

Pre Employment Tax Document



- The 8233 is a document which is primarily used to claim a Tax Treaty benefit when there is tax treaty between your country of residence and the USA
- This form is used to claim a tax treaty withholding exemption for part or all of your compensation from independent personal services, dependent personal services (or wages) or compensatory scholarship or fellowship income and personal services income from the same withholding agent
- A tricky document if filling this out by yourself
- SprintaxTDS Personal will help to figure out if you are eligible to claim a tax treaty and if so, can populate this document for you so that you need only print, sign and provide it to your employer

OMB No. 1545-0795

Form 8233
(Rev. September 2018)
Department of the Treasury
Internal Revenue Service

Exemption From Withholding on Compensation for Independent (and Certain Dependent) Personal Services of a Nonresident Alien Individual

▶ Go to www.irs.gov/Form8233 for instructions and the latest information. ▶ See separate instructions.

Who Should Use This Form?	<p>IF you are a nonresident alien individual who is receiving. . .</p> <p>Compensation for independent personal services performed in the United States</p> <p>Compensation for dependent personal services performed in the United States</p> <p>Noncompensatory scholarship or fellowship income and personal services income from the same withholding agent</p>	<p>THEN, if you are the beneficial owner of that income, use this form to claim. . .</p> <p>A tax treaty withholding exemption (Independent personal services, Business profits) for part or all of that compensation.</p> <p>A tax treaty withholding exemption for part or all of that compensation.</p> <p>A tax treaty withholding exemption for part or all of both types of income.</p>
Note: For definitions of terms used in this section and detailed instructions on required withholding forms for each type of income, see Definitions in the instructions.		
DO NOT Use This Form. . .	<p>IF you are a beneficial owner who is. . .</p> <p>Receiving compensation for dependent personal services performed in the United States and you are not claiming a tax treaty withholding exemption for that compensation</p> <p>Receiving noncompensatory scholarship or fellowship income and you are not receiving any personal services income from the same withholding agent</p> <p>Claiming only foreign status or treaty benefits with respect to income that is not compensation for personal services</p>	<p>INSTEAD, use. . .</p> <p>Form W-4 (See the Instructions for Form 8233 for how to complete Form W-4.)</p> <p>Form W-8BEN or, if elected by the withholding agent, Form W-4 for the noncompensatory scholarship or fellowship income</p> <p>Form W-8BEN</p>

This exemption is applicable for compensation for calendar year _____, or other tax year beginning _____ and ending _____.

Part I Identification of Beneficial Owner (See instructions.)

1 Name of individual who is the beneficial owner	2 U.S. taxpayer identification number	3 Foreign tax identification number, if any
4 Permanent residence address (street, apt. or suite no., or rural route). Do not use a P.O. box.		
City or town, state or province. Include postal code where appropriate.		Country (do not abbreviate)
5 Address in the United States (street, apt. or suite no., or rural route). Do not use a P.O. box.		
City or town, state, and ZIP code		

Note: Citizens of Canada or Mexico are not required to complete lines 7a and 7b.

6 U.S. visa type	7a Country issuing passport	7b Passport number
8 Date of entry into the United States	9a Current nonimmigrant status	9b Date your current nonimmigrant status expires

10 If you are a foreign student, trainee, professor/teacher, or researcher, check this box **Caution:** See the **line 10 instructions** for the required additional statement you must attach.

For Privacy Act and Paperwork Reduction Act Notice, see separate instructions. Cat. No. 62292K Form **8233**

Form I-9 Pre Employment Tax Document



- Used for employment eligibility
- Section 1 is for the employee to fill out whilst section 2 is for the employer
- If nonresident for tax purposes you will check box number 4 outlining the expiration date for your employment eligibility
- You will need to outline your USCIS number, Form I-94 admission number or the number from your passport
- This needs to then be signed by the employee and provided to your employer



Employment Eligibility Verification
Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS Form I-9
OMB No. 1615-0047
Expires 10/31/2022

▶ **START HERE:** Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation (Employees must complete and sign Section 1 of Form I-9 no later than the **first day of employment**, but not before accepting a job offer.)

Last Name (Family Name)		First Name (Given Name)		Middle Initial	Other Last Names Used (if any)	
Address (Street Number and Name)			Apt. Number	City or Town		State ZIP Code
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number [][] - [][] - [][][][]		Employee's E-mail Address		Employee's Telephone Number	

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):

<input type="checkbox"/> 1. A citizen of the United States	QR Code - Section 1 Do Not Write In This Space
<input type="checkbox"/> 2. A noncitizen national of the United States (See instructions)	
<input type="checkbox"/> 3. A lawful permanent resident (Alien Registration Number/USCIS Number): _____	
<input type="checkbox"/> 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): _____ Some aliens may write "N/A" in the expiration date field. (See instructions)	

Aliens authorized to work must provide only one of the following document numbers to complete Form I-9:
An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.

1. Alien Registration Number/USCIS Number: _____
OR

2. Form I-94 Admission Number: _____
OR

3. Foreign Passport Number: _____
Country of Issuance: _____

Signature of Employee		Today's Date (mm/dd/yyyy)
-----------------------	--	---------------------------

Preparer and/or Translator Certification (check one):

I did not use a preparer or translator. A preparer(s) and/or translator(s) assisted the employee in completing Section 1.
(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator		Today's Date (mm/dd/yyyy)
Last Name (Family Name)		First Name (Given Name)
Address (Street Number and Name)		City or Town State ZIP Code

Form W-8BEN

Pre Employment Tax Document



- Used for claiming treaty benefits on scholarship income, royalties or other passive income
- If you are receiving a separate non compensatory scholarship during your study and are eligible to claim a tax treaty benefit the W-8BEN can be used to claim
- Examples of non compensatory: Tuition, Books, equipment related to course of study
- Examples of compensatory: Grants provided in return for services performed e.g. Teaching assistant in order to receive housing allowance

W-8BEN
(Rev. July 2017)
Department of the Treasury
Internal Revenue Service

Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding and Reporting (Individuals)
 ▶ For use by individuals. Entities must use Form W-8BEN-E.
 ▶ Go to www.irs.gov/FormW8BEN for instructions and the latest information.
 ▶ Give this form to the withholding agent or payer. Do not send to the IRS.

OMB No. 1545-1621

Do NOT use this form if:

- You are NOT an individual W-8BEN-E
- You are a U.S. citizen or other U.S. person, including a resident alien individual W-9
- You are a beneficial owner claiming that income is effectively connected with the conduct of trade or business within the U.S. (other than personal services) W-8ECI
- You are a beneficial owner who is receiving compensation for personal services performed in the United States 8233 or W-4
- You are a person acting as an intermediary W-8IMY

Instead, use Form:

Note: If you are resident in a FATCA partner jurisdiction (i.e., a Model 1 IGA jurisdiction with reciprocity), certain tax account information may be provided to your jurisdiction of residence.

Part I Identification of Beneficial Owner (see instructions)

1 Name of individual who is the beneficial owner	2 Country of citizenship
3 Permanent residence address (street, apt. or suite no., or rural route). Do not use a P.O. box or in-care-of address.	
City or town, state or province. Include postal code where appropriate.	Country
4 Mailing address (if different from above)	
City or town, state or province. Include postal code where appropriate.	Country
5 U.S. taxpayer identification number (SSN or ITIN), if required (see instructions)	6 Foreign tax identifying number (see instructions)
7 Reference number(s) (see instructions)	8 Date of birth (MM-DD-YYYY) (see instructions)

Part II Claim of Tax Treaty Benefits (for chapter 3 purposes only) (see instructions)

9 I certify that the beneficial owner is a resident of _____ within the meaning of the income tax treaty between the United States and that country.

10 **Special rates and conditions** (if applicable—see instructions): The beneficial owner is claiming the provisions of Article and paragraph _____ of the treaty identified on line 9 above to claim a _____ % rate of withholding on (specify type of income): _____

Explain the additional conditions in the Article and paragraph the beneficial owner meets to be eligible for the rate of withholding: _____

Part III Certification

Under penalties of perjury, I declare that I have examined the information on this form and to the best of my knowledge and belief it is true, correct, and complete. I further certify under penalties of perjury that:

- I am the individual that is the beneficial owner (or am authorized to sign for the individual that is the beneficial owner) of all the income to which this form relates or am using this form to document myself for chapter 4 purposes,
- The person named on line 1 of this form is not a U.S. person,
- The income to which this form relates is:
 - (a) not effectively connected with the conduct of a trade or business in the United States,
 - (b) effectively connected but is not subject to tax under an applicable income tax treaty, or
 - (c) the partner's share of a partnership's effectively connected income,
- The person named on line 1 of this form is a resident of the treaty country listed on line 9 of the form (if any) within the meaning of the income tax treaty between the United States and that country, and
- For broker transactions or barter exchanges, the beneficial owner is an exempt foreign person as defined in the instructions.

Furthermore, I authorize this form to be provided to any withholding agent that has control, receipt, or custody of the income of which I am the beneficial owner or any withholding agent that can disburse or make payments of the income of which I am the beneficial owner. **I agree that I will submit a new form within 30 days if any certification made on this form becomes incorrect.**

Sign Here ▶

Signature of beneficial owner (or individual authorized to sign for beneficial owner)

Date (MM-DD-YYYY)



Using SprintaxTDS Personal

SprintaxTDS Personal



- Software to prepare your pre OPT/CPT employment tax documents
- Ensuring you are taxed correctly on your income
- Separate to any end of year tax filing you may need to do

SprintaxTDS ABOUT WHAT WE DO CORPORATIONS PERSONAL TECHNOLOGY Log in

Prepare your US Nonresident Income Tax Documents

Starting a new job in the US?
Get taxed correctly from the start with SprintaxTDS Personal

Personal Tax Determination Software for Nonresidents

- Take our residency test to determine whether you are a resident or nonresident for tax purposes
- Generate your US tax forms (such as your W-4, 8233, W-BBEN and more)
- Determine your tax treaty eligibility and FICA exemptions
- Our team will assist you through the process via 24/7 live chat support

[CREATE ACCOUNT](#)

Login Page



You can register an account for free on the [SprintaxTDS Personal webpage](#). If your school has provided you with a link to SprintaxTDS Personal, please use the link provided by your school.



The screenshot shows the SprintaxTDS Personal website. The header includes the logo, navigation links (ABOUT, WHAT WE DO, CORPORATIONS, PERSONAL, TECHNOLOGY), and a 'Log in' button. The main content area features a large image of a smiling man and the heading 'Prepare your US Nonresident Income Tax Documents'. Below this is a sub-heading 'Starting a new job in the US? Get taxed correctly from the start with SprintaxTDS Personal' and a section titled 'Personal Tax Determination Software for Nonresidents' with four bullet points. A 'CREATE ACCOUNT' button is visible in the bottom left. A registration form is overlaid on the bottom right, titled 'REGISTRATION', with fields for 'First name *', 'Last name *', and 'E-mail address *', and a 'CONTINUE' button.

SprintaxTDS ABOUT WHAT WE DO CORPORATIONS PERSONAL TECHNOLOGY Log in

Prepare your US Nonresident Income Tax Documents

Starting a new job in the US?
Get taxed correctly from the start with SprintaxTDS Personal

Personal Tax Determination Software for Nonresidents

- ✔ Take our residency test to determine whether you are a resident or nonresident for tax purposes
- ✔ Generate your US tax forms (such as your W-4, 8233, W-8BEN and more)
- ✔ Determine your tax treaty eligibility and FICA exemptions
- ✔ Our team will assist you through the process via 24/7 live chat support

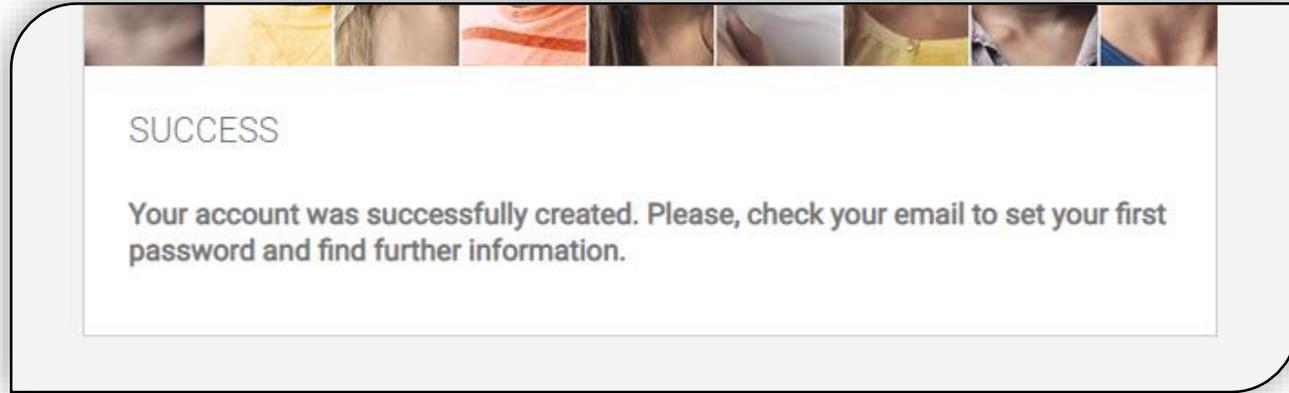
CREATE ACCOUNT

REGISTRATION

First name * Last name *

E-mail address *

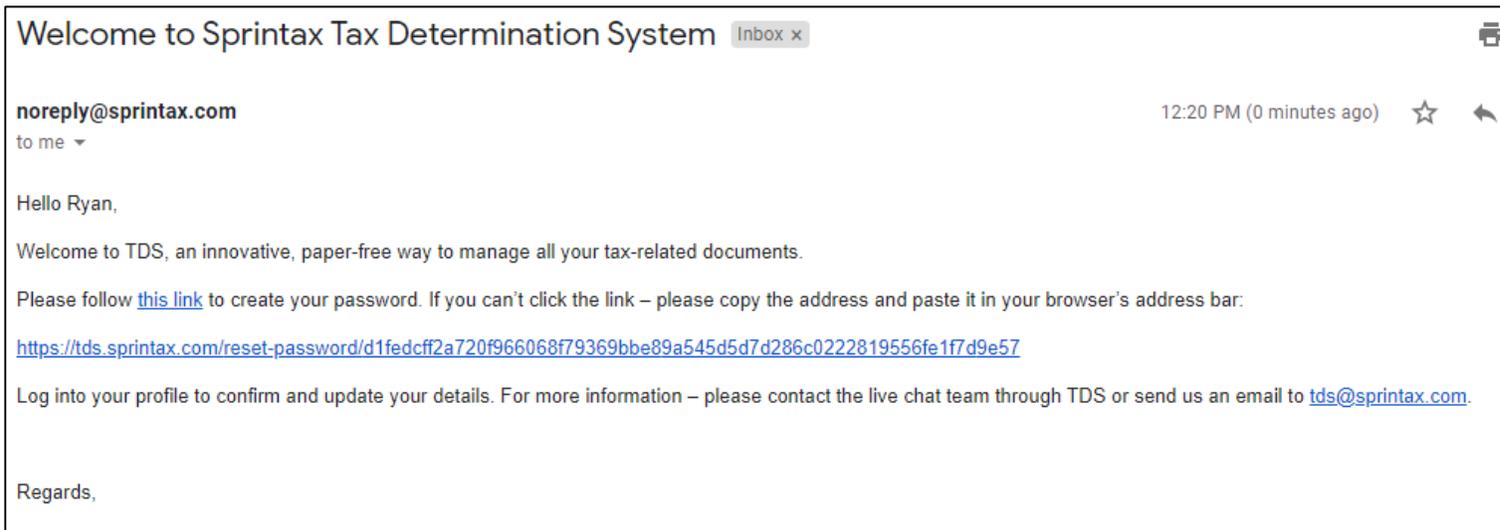
CONTINUE



Activate Your Account



- Once registered, you will receive an email from noreply@sprintax.com with your link to activate your account
- The link stays active for 24 hours
- If the link has expired you can use the reset password option and use the email you registered the account with



Set Your Password



- Set a password for your account
- Select “Set my Password” to continue to the log in page



SET PASSWORD

You have requested to set the password for
kj*****x@gm*****m

A strong password is paramount for the security of your data.

Please enter a password that is least 8 symbols long, and includes a capital and a small letter, a number, and a special symbol (e.g. %, \$, *, etc.)

New password *

.....

Retype new password *

.....

I agree to the [TDS terms and conditions](#)

I agree to [Information disclosure under IRC Section 7216](#)

SET MY PASSWORD



Your password has been changed successfully! Click [here](#) to login.

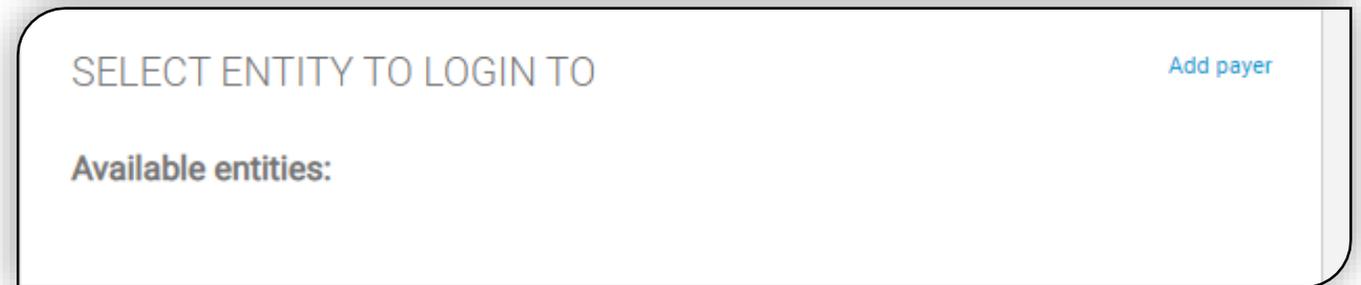
[EULA](#) | [Privacy policy](#) | [Cookie policy](#) | [Information disclosure](#)

© Sprintax.com. All Rights are reserved

Select Your Entity



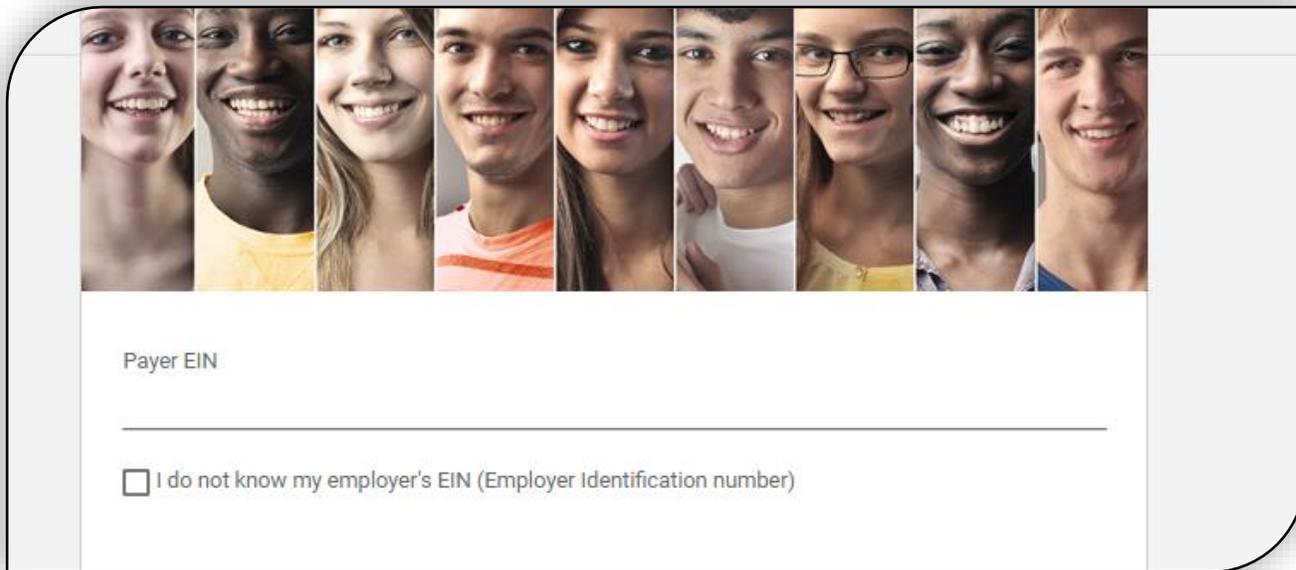
- The entity is the employer that you have set up in your account, that you will be working for
- When you log in for the first time you will not have any employer directly set up, so you will need to click on “Add Payer” to provide information about your new employer



Adding A Payer



- The payer will be the employer you will be starting your employment with
- Your employer/payer will likely have an EIN number which stands for an Employer Identification Number. If you have that number it can be used on the tax forms we generate for you
- You can contact your employer directly for this number or you can select the option to say “I do not know my employer’s EIN”
- This section is **not** asking for your TIN or SSN, it is asking for your employer’s EIN only



Payer EIN

I do not know my employer's EIN (Employer Identification number)

WELCOME

Payer Details:

Name *

Address Line 1 *

State *

Please choose an option

City *

ZIP Code *

Phone number

Type of organization *

Please choose an option

CONTINUE

ZIP Code *

Please choose an option

- Governmental institution
- Religious institution
- Educational institution
- Scientific research institution
- For Profit Institution
- Charitable institution
- Company
- Other

Please choose an option

Adding A Payer

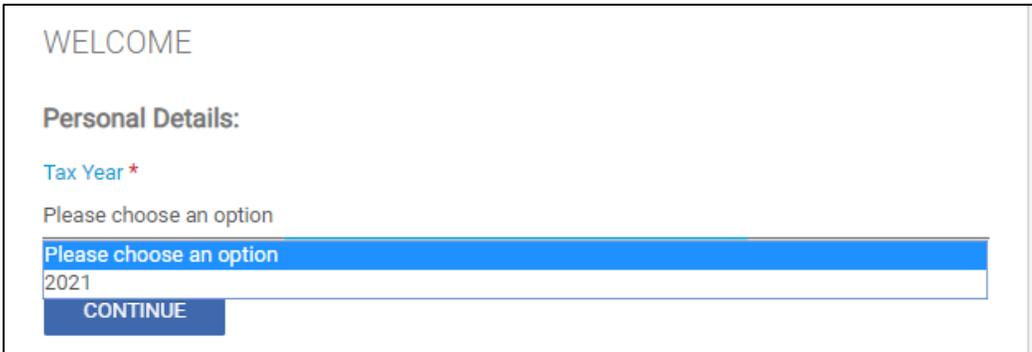


- The software will ask you for the address of the employer you will be working for
- It will also ask you for the type of entity you will be working for. Options here include company, charitable institution, for profit institution, scientific research institution, educational institution, religious institution, governmental institution or other
- If you do not know the type of entity, you can ask your employer, as it is important to have this correct for tax treaty purposes

Select Your Tax Year



- Select your tax year from the dropdown. It will be 2021 in this case
- Once selected you will have successfully added your entity (employer). Simply click on this entity and you'll be able to generate tax forms specifically for this entity by answering the questionnaire that follows
- If you ever need to add another employer you can always add another payer



WELCOME

Personal Details:

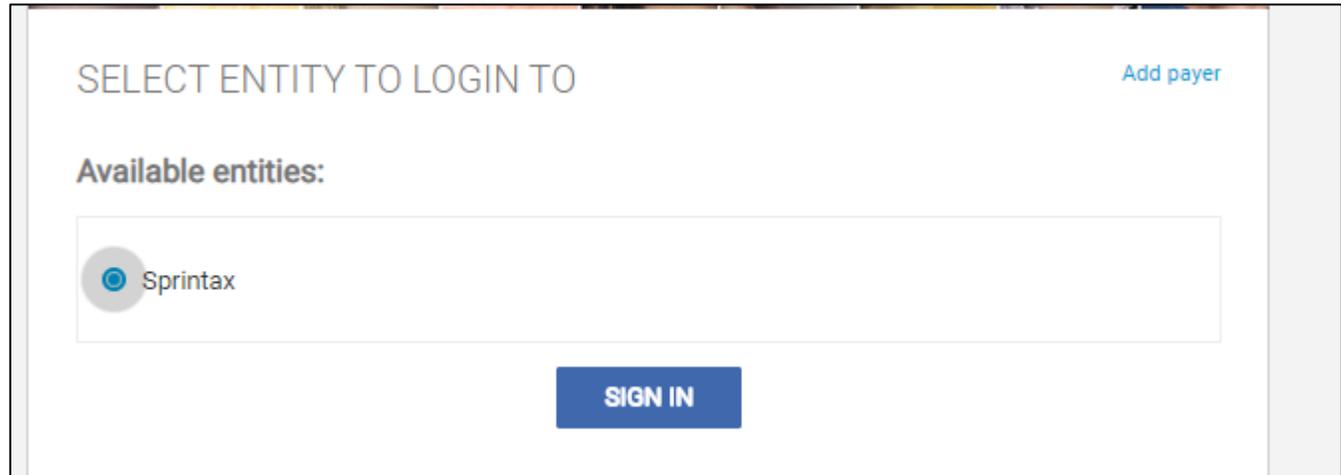
Tax Year *

Please choose an option

Please choose an option

2021

CONTINUE



SELECT ENTITY TO LOGIN TO [Add payer](#)

Available entities:

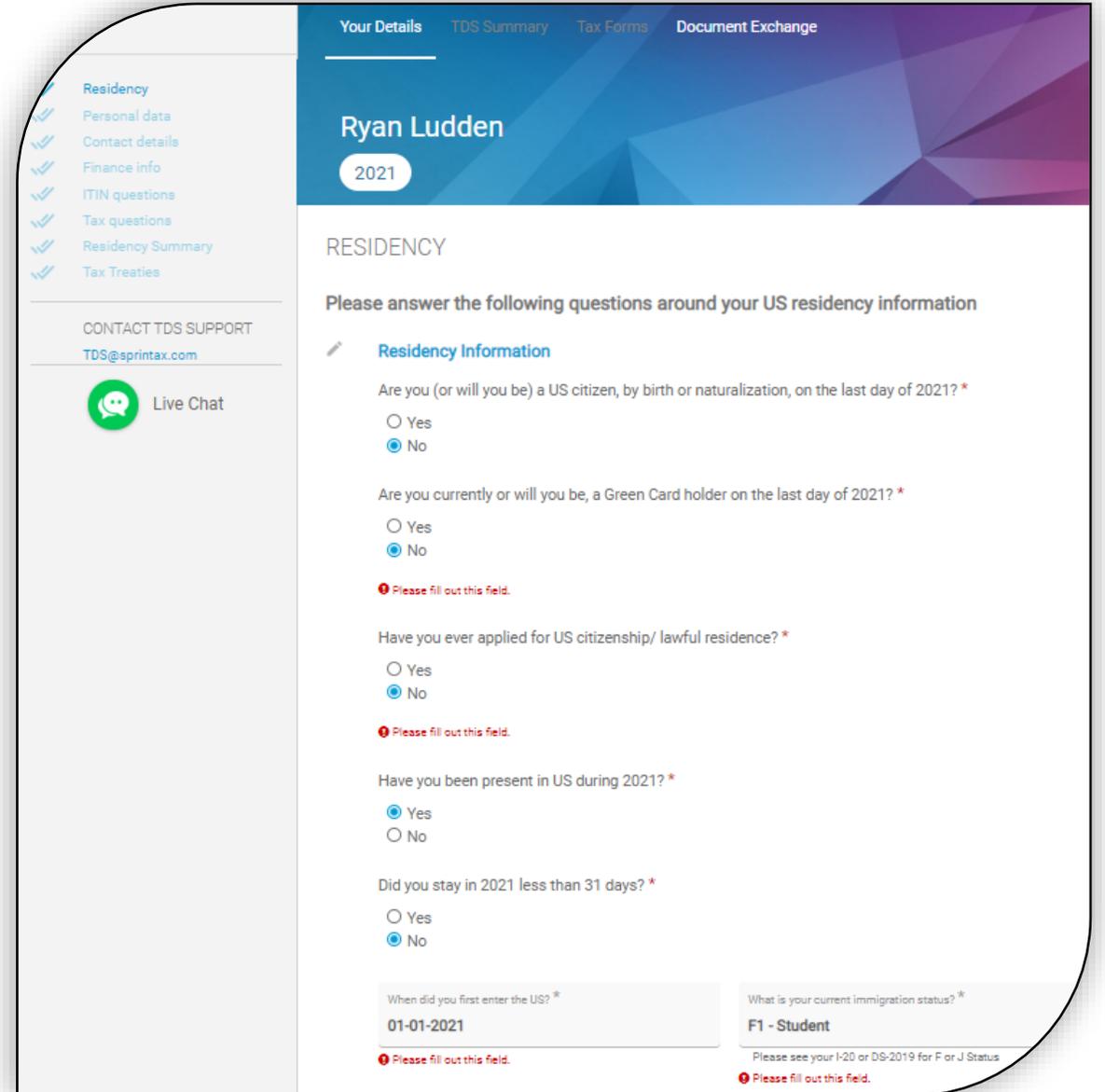
Sprintax

SIGN IN

Residency Determination (1)



- The software will confirm residency for tax purposes based on your information provided
- The software will ask you questions such as if you are a US citizen, if you are a green card holder, as well as if you were or will be present in the US during 2021
- The question “did you stay in 2021 less than 31 days” asks if you intend to be present in the US no more than 31 days during the year



The screenshot shows the 'Residency' section of the Sprintax interface for user Ryan Ludden in 2021. The page title is 'RESIDENCY' and the instruction is 'Please answer the following questions around your US residency information'. The form contains several questions with radio button options:

- Residency Information**
- Are you (or will you be) a US citizen, by birth or naturalization, on the last day of 2021? *
 Yes
 No
- Are you currently or will you be, a Green Card holder on the last day of 2021? *
 Yes
 No
Please fill out this field.
- Have you ever applied for US citizenship/ lawful residence? *
 Yes
 No
Please fill out this field.
- Have you been present in US during 2021? *
 Yes
 No
- Did you stay in 2021 less than 31 days? *
 Yes
 No

At the bottom, there are two input fields:

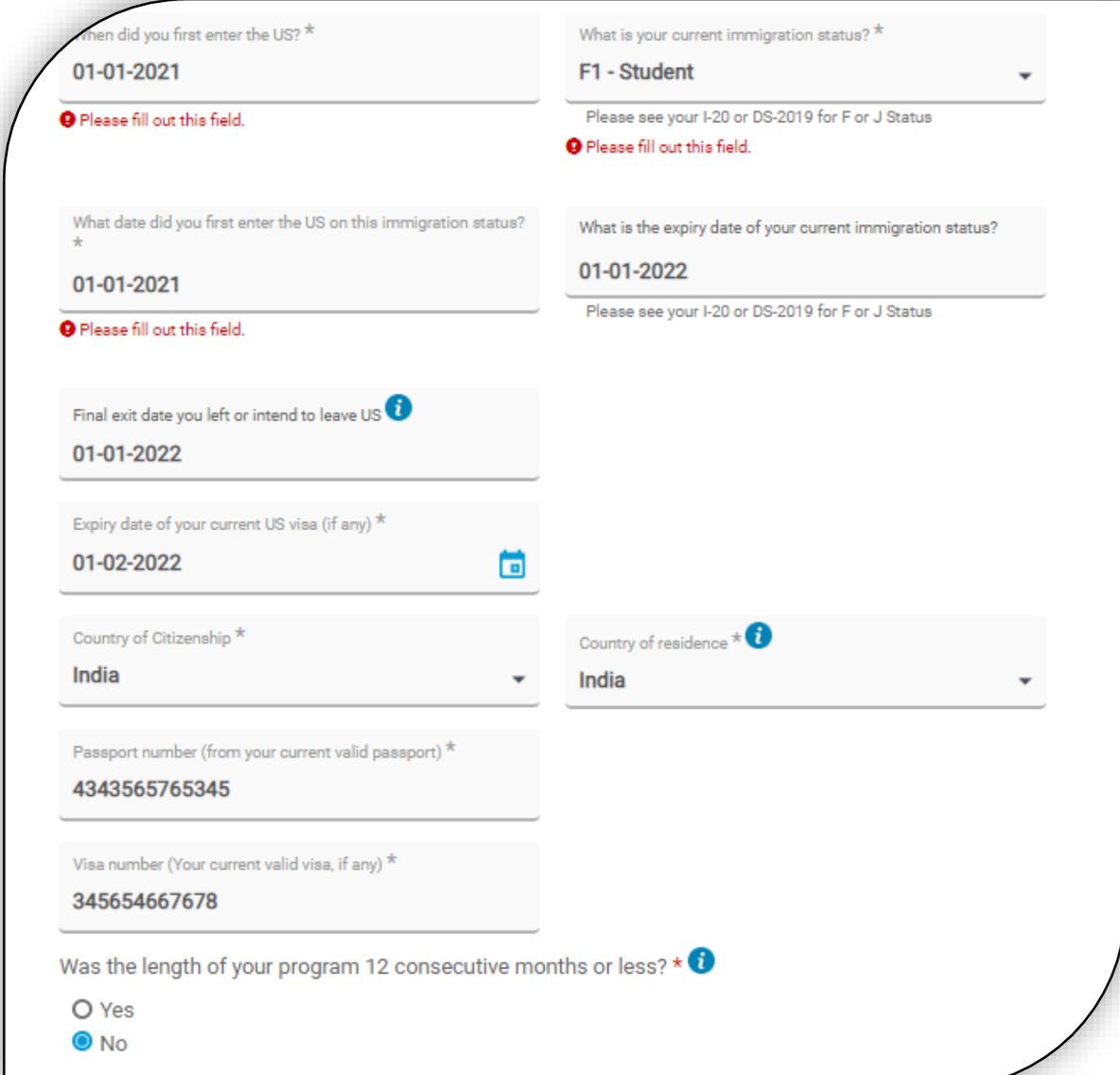
- When did you first enter the US? *
01-01-2021
Please fill out this field.
- What is your current immigration status? *
F1 - Student
Please see your I-20 or DS-2019 for F or J Status
Please fill out this field.

The left sidebar shows a navigation menu with 'Residency' selected, and a 'Live Chat' button.

Residency Determination (2)



- The software will ask for your first ever entry into the US as well as your current immigration status. This will likely be F-1 student
- “Was the length of program...” means the length of your participation under your visa status e.g. Ryan has been in the US for 4 years prior to OPT, longer than 12 months, so this would be “No” in this example. This question won’t appear if difference between start of immigration status and end of immigration status is more than a year



When did you first enter the US? *

01-01-2021

Please fill out this field.

What date did you first enter the US on this immigration status? *

01-01-2021

Please fill out this field.

Final exit date you left or intend to leave US *i*

01-01-2022

Expiry date of your current US visa (if any) *

01-02-2022 

Country of Citizenship *

India

Country of residence * *i*

India

Passport number (from your current valid passport) *

4343565765345

Visa number (Your current valid visa, if any) *

345654667678

Was the length of your program 12 consecutive months or less? * *i*

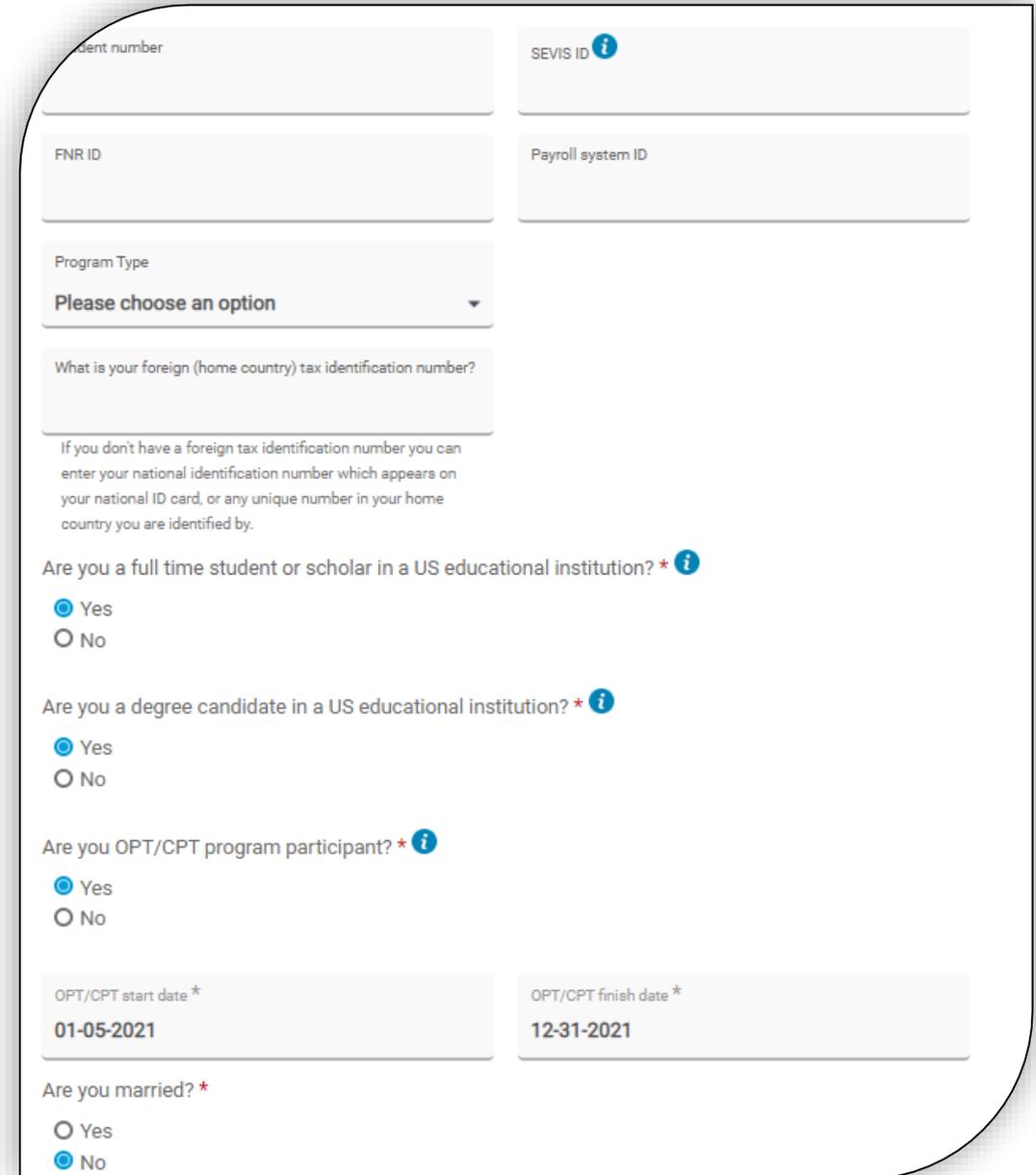
Yes

No

Personal Information



- TDS will ask for your name, country of birth as well as your Social Security Number or ITIN
- Please note: Fields that contain a “*” are mandatory, such as SSN or “Are you OPT/CPT program participant”. Other fields such as student number/FNR ID/Payroll ID are not mandatory as they may not apply in your case
- The question “Are you a degree candidate” refers to whether or not you are studying for a degree (undergraduate or postgraduate) at a US institution in calendar year 2021
- You will need to select “Yes” to the question are you “OPT/CPT” participant if you are indeed on OPT/CPT in 2021 and outline your start and end dates



The screenshot shows a form with the following fields and questions:

- Student number (text input)
- SEVIS ID (text input with an information icon)
- FNR ID (text input)
- Payroll system ID (text input)
- Program Type (dropdown menu with the text "Please choose an option")
- What is your foreign (home country) tax identification number? (text input)
- If you don't have a foreign tax identification number you can enter your national identification number which appears on your national ID card, or any unique number in your home country you are identified by. (text input)
- Are you a full time student or scholar in a US educational institution? * (radio buttons for Yes and No, with an information icon)
- Are you a degree candidate in a US educational institution? * (radio buttons for Yes and No, with an information icon)
- Are you OPT/CPT program participant? * (radio buttons for Yes and No, with an information icon)
- OPT/CPT start date * (text input with value 01-05-2021)
- OPT/CPT finish date * (text input with value 12-31-2021)
- Are you married? * (radio buttons for Yes and No)

Contact Details



- The software will ask for your address in the US as well as your home address outside the US
- Your mailing address is the address you wish to receive correspondence from the tax authorities, e.g. if the IRS needed to send you a letter, what is the best address to send it to
- Your current residential address is the address you currently reside in, where you are living now

CONTACT DETAILS

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

Your US Address

Address (Number, Street) 555 N. MICHIGAN AVE, SUITE 234	Address (Apartment number)
Address (City) CHICAGO	State Illinois
ZIP code 60611	

Your Home Address (Outside the US)

Address (Number, Street, Apartment number) * 24 Jess Hall	Address (County, Province) Delhi
Address (City) Delhi	Country * India
Postal code/Zip code	

Please choose your mailing address *

US address
 Your Home Address (Outside the US)

Please choose your current residential address *

US address
 Your Home Address (Outside the US)

Tax questions

Residency Summary

CONTACT TDS SUPPORT

TDS@sprintax.com

 Live Chat

FINANCE INFORMATION

Finance Information

Please note Form 8233, Exemption From Withholding on Compensation for Independent (and Certain Dependent) Personal Services of a Nonresident Alien Individual, will not be generated if there is no input for total compensation you expect to be paid during this calendar year and Tax Questions section is blank.

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

Yes
 No

Industrial Royalties i

Right to use patents, designs, models, plans, secret processes or formula, trademarks

Motion picture or television copyright royalties. (Income Code 11)

Tick "11 Motion picture or television copyright royalties" if you received income for the right to use any motion picture films, films or audio or video tapes or disks, or any other means of image or sound reproduction or transmission for use in connection with television

Other royalties (for example, copyright, publishing, software, broadcasting, endorsement payments) (Income Code 12)

Tick "Other Royalties" if you received income for copyrights of literary, artistic, scientific works or for the use of software different to listed in "11 Motion picture or television copyright royalties"

Scholarship or fellowship grants (Income Code 16) i

Compensation for independent personal services (Income Code 17) i

Compensation during studying and training (Income Code 20) i

Other income (awards, prizes) (Income Code 23) i

Winning awards/Gambling (Income Code 28)

Deposit interests (Income Code 29)

Finance Information



- This is a very important page as it will ask about the type of income you are receiving from your employer and will be required for generating tax forms at the end of the process
- The first question will ask you if you have US income or will receive US income in 2021 from this employer. If you are on OPT/CPT with this employer the answer will most likely be "Yes"
- You will need to select the type of income you are receiving from your employer. For OPT/CPT this is most likely Income Code 20 which is called "Compensation during studying and training" if you are directly receiving pay for your services
- You may also be receiving scholarships or fellowships which can be ticked also if applicable

Finance Information

Continued



- The software will ask if you are legally allowed to work, if you have more than one job as well as if you have any dependents you can claim. Dependents are generally spouse and children
- Please note that very few nonresidents can claim dependents. Only certain individuals from Canada, Mexico, South Korea or India who meet certain conditions can claim dependents. These conditions are listed on the [IRS website](#)
- The software will ask for an **estimate** of the total compensation you will receive in this tax year, the total income you expect to earn. If you don't know for sure you can give an estimate of what you expect to earn from the employment

Are you legally allowed to work? * 

Yes
 No

Do you have more than one job? * 

Yes
 No

For how many dependents you expect to claim child tax credit (including additional child tax credit)? * 

No Dependents 

other than your spouse or yourself
Note: If you have more than 10 dependents, please contact us via the live chat function

Other dependents (not listed above) you will claim on your tax return? Do not include yourself and your spouse. * 

No Dependents 

Other dependents (not listed above) you will claim on your tax return? Do not include yourself and your spouse.

Please choose your Employer/Payer * 

Sprintax

First date of employment with this employer 

23-42-2223 

Sex *

Male
 Female

Please, complete in the field below income earned ONLY under F1-Student, M1-Student, J1-Trainee, J1-Intern, Q1- or Q2-Trainee/Intern

Total compensation you expect to be paid in wages and other similar payments from employment on- or off campus in the current tax year * 

\$ 35,000.00

Note: Enter an estimated amount if you do not know the exact amount.

Please, provide short description of the employment you performed during your study or training

Researcher|

Finance Information

Continued



- If you have selected income code 16 and are receiving scholarships or fellowships, the software will ask additional questions in relation to this income
- The software will ask if any of the scholarship is being provided in return for performing services. E.g. Getting a housing allowance in return for being a teaching assistant
- This is asked to determine if this income should be treated as income code 16 or income code 20 as compensation

Have you or will you receive compensatory grant or fellowship for performing services on-campus as part of the scholarship granted? * 

- Yes
 No

Please, enter the expected amount of your scholarship paid during your study to cover living expenses (room and board) or other non-tuition related expenses * 

\$ 0.00

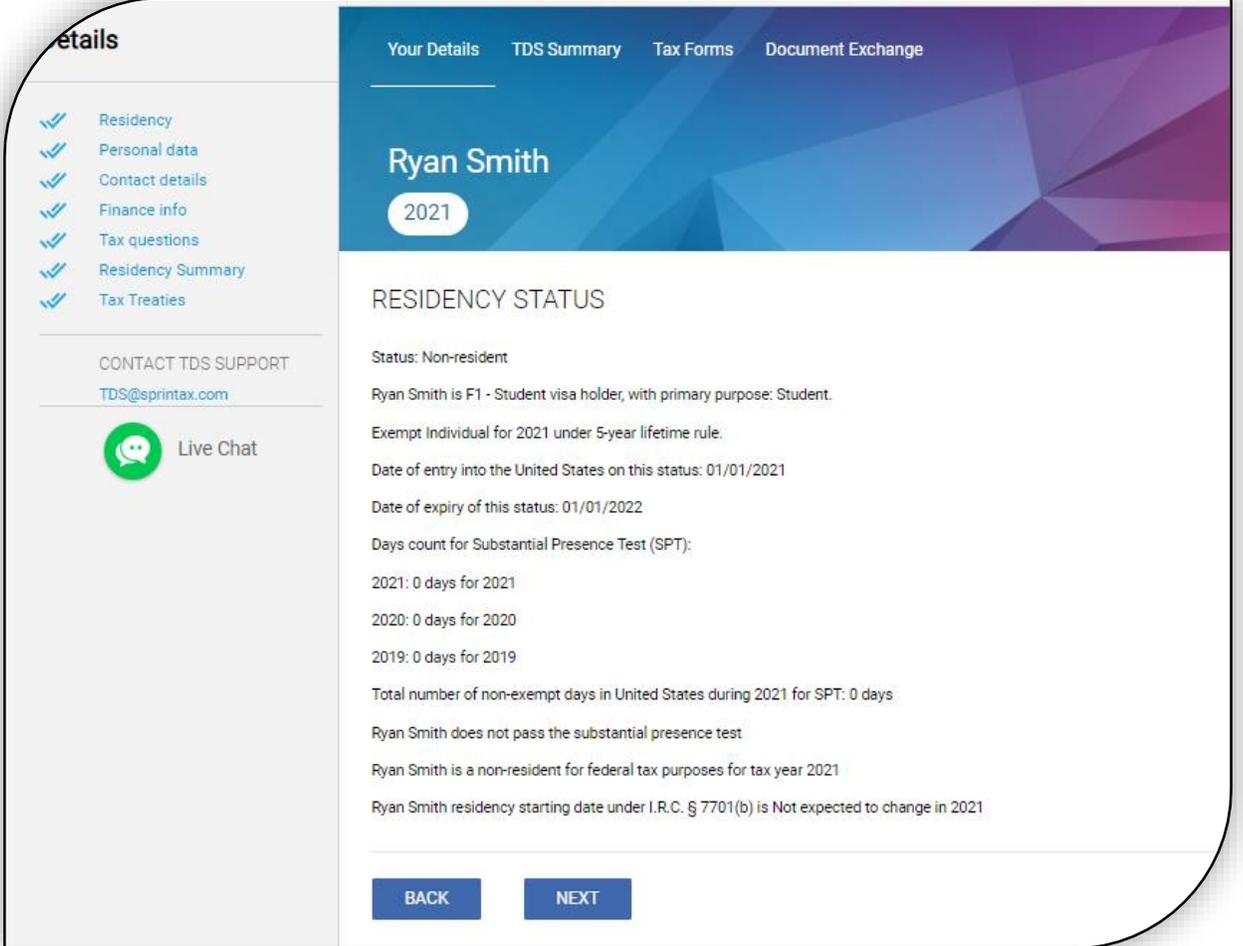
BACK

SAVE AND CONTINUE

Tax Residency Summary



- TDS will provide a summary of your residency for tax purposes based on the information provided



The screenshot shows a user interface for a tax residency summary. At the top, there are navigation tabs: "Your Details", "TDS Summary", "Tax Forms", and "Document Exchange". The user's name "Ryan Smith" and the year "2021" are displayed prominently. A left-hand navigation menu includes links for "Residency", "Personal data", "Contact details", "Finance info", "Tax questions", "Residency Summary", and "Tax Treaties". Below the menu is a "CONTACT TDS SUPPORT" section with the email "TDS@sprintax.com" and a "Live Chat" button. The main content area is titled "RESIDENCY STATUS" and contains the following information:

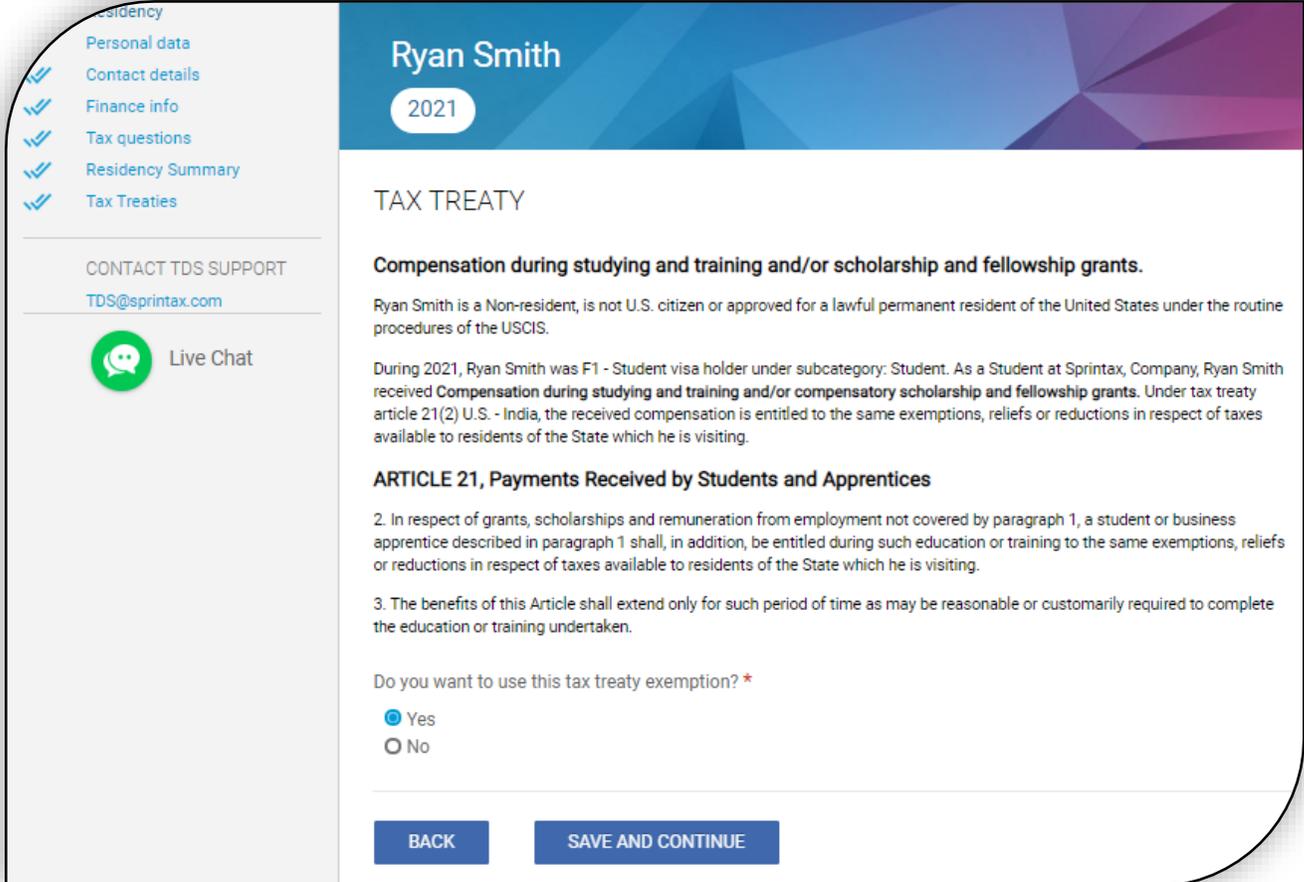
- Status: Non-resident
- Ryan Smith is F1 - Student visa holder, with primary purpose: Student.
- Exempt Individual for 2021 under 5-year lifetime rule.
- Date of entry into the United States on this status: 01/01/2021
- Date of expiry of this status: 01/01/2022
- Days count for Substantial Presence Test (SPT):
 - 2021: 0 days for 2021
 - 2020: 0 days for 2020
 - 2019: 0 days for 2019
- Total number of non-exempt days in United States during 2021 for SPT: 0 days
- Ryan Smith does not pass the substantial presence test
- Ryan Smith is a non-resident for federal tax purposes for tax year 2021
- Ryan Smith residency starting date under I.R.C. § 7701(b) is Not expected to change in 2021

At the bottom of the main content area, there are two buttons: "BACK" and "NEXT".

Tax Treaties



- TDS will also outline if you are eligible to claim a tax treaty benefit based on the information provided
- If you would like to use the treaty exemption then you can select “Yes” or “No” if you do not wish to use the treaty benefit



The screenshot displays the user's profile information on the left sidebar, including navigation links for Residency, Personal data, Contact details, Finance info, Tax questions, Residency Summary, and Tax Treaties. Below these is a 'CONTACT TDS SUPPORT' section with the email TDS@sprintax.com and a 'Live Chat' button. The main content area is titled 'Ryan Smith' and '2021'. The 'TAX TREATY' section includes the following text:

Compensation during studying and training and/or scholarship and fellowship grants.

Ryan Smith is a Non-resident, is not U.S. citizen or approved for a lawful permanent resident of the United States under the routine procedures of the USCIS.

During 2021, Ryan Smith was F1 - Student visa holder under subcategory: Student. As a Student at Sprintax, Company, Ryan Smith received **Compensation during studying and training and/or compensatory scholarship and fellowship grants**. Under tax treaty article 21(2) U.S. - India, the received compensation is entitled to the same exemptions, reliefs or reductions in respect of taxes available to residents of the State which he is visiting.

ARTICLE 21, Payments Received by Students and Apprentices

2. In respect of grants, scholarships and remuneration from employment not covered by paragraph 1, a student or business apprentice described in paragraph 1 shall, in addition, be entitled during such education or training to the same exemptions, reliefs or reductions in respect of taxes available to residents of the State which he is visiting.

3. The benefits of this Article shall extend only for such period of time as may be reasonable or customarily required to complete the education or training undertaken.

Do you want to use this tax treaty exemption? *

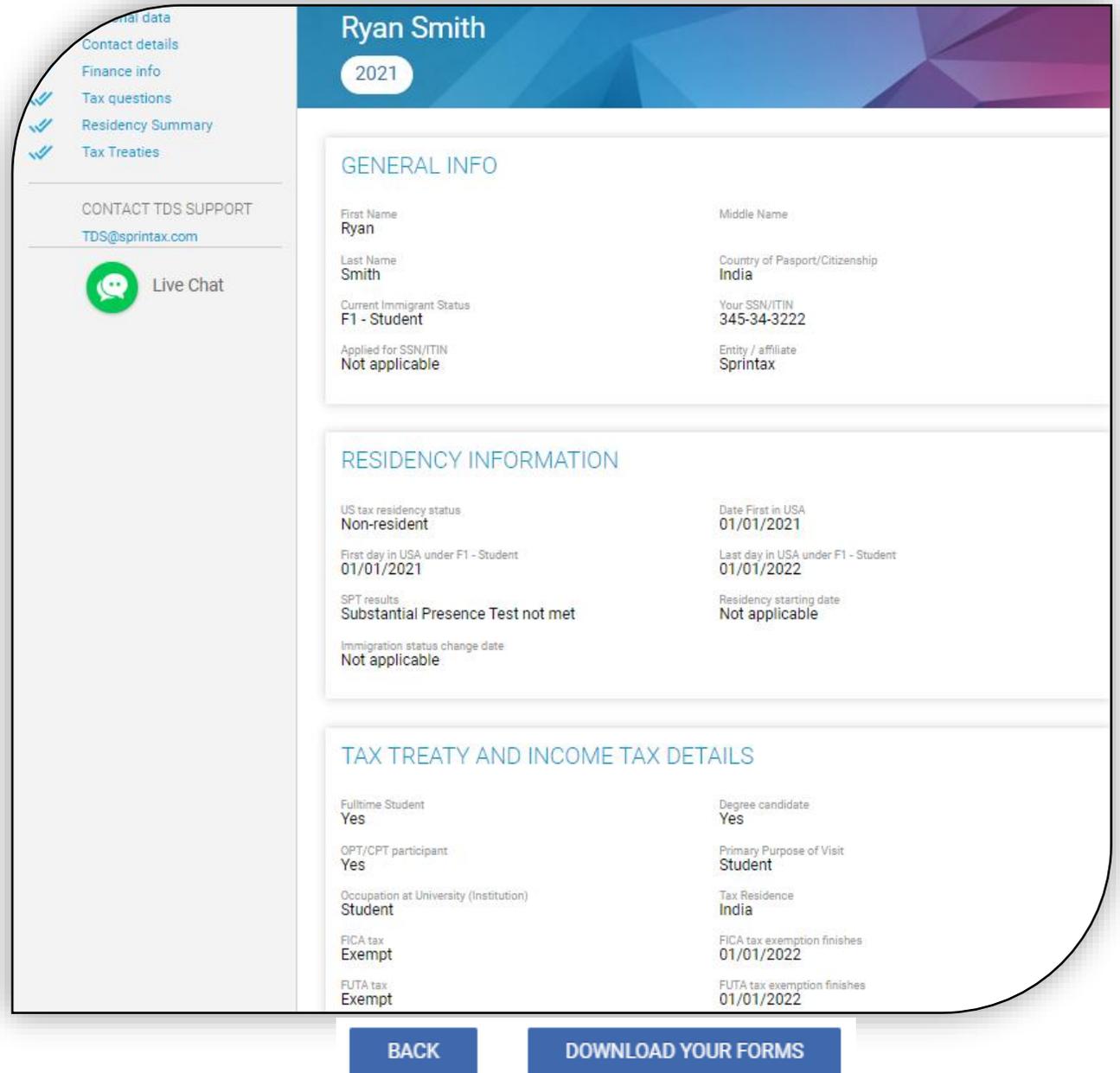
Yes
 No

At the bottom of the page, there are two buttons: 'BACK' and 'SAVE AND CONTINUE'.

TDS Summary



- TDS will provide you with a useful summary of your current tax status based on the information provided
- Your residency for tax purposes will be determined, your exemption from FICA taxes will be indicated as well as any tax treaty eligibility and the terms associated with it
- The last step is to click on the “Download Your Forms” option at the bottom of this page



Ryan Smith
2021

[Personal data](#)
[Contact details](#)
[Finance info](#)
[Tax questions](#)
[Residency Summary](#)
[Tax Treaties](#)

CONTACT TDS SUPPORT
TDS@sprintax.com

 Live Chat

GENERAL INFO

First Name Ryan	Middle Name
Last Name Smith	Country of Passport/Citizenship India
Current Immigrant Status F1 - Student	Your SSN/ITIN 345-34-3222
Applied for SSN/ITIN Not applicable	Entity / affiliate Sprintax

RESIDENCY INFORMATION

US tax residency status Non-resident	Date First in USA 01/01/2021
First day in USA under F1 - Student 01/01/2021	Last day in USA under F1 - Student 01/01/2022
SPT results Substantial Presence Test not met	Residency starting date Not applicable
Immigration status change date Not applicable	

TAX TREATY AND INCOME TAX DETAILS

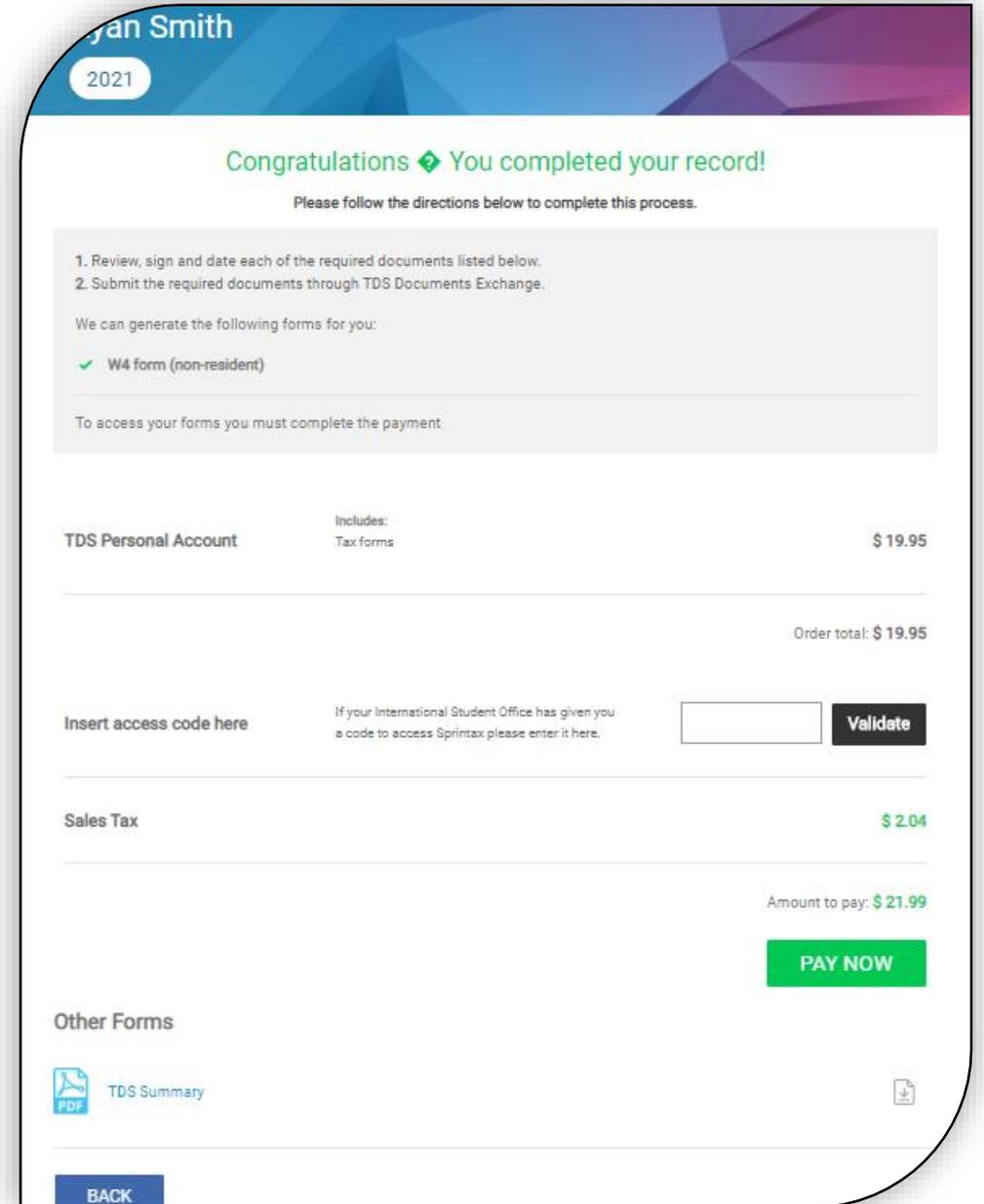
Fulltime Student Yes	Degree candidate Yes
OPT/CPT participant Yes	Primary Purpose of Visit Student
Occupation at University (Institution) Student	Tax Residence India
FICA tax Exempt	FICA tax exemption finishes 01/01/2022
FUTA tax Exempt	FUTA tax exemption finishes 01/01/2022

[BACK](#) [DOWNLOAD YOUR FORMS](#)

Order Breakdown



- If your school has provided you with an access code, you can insert and validate it here
- Otherwise, you can click the “Pay Now” option at the bottom of this page
- Once the code has been validated or the payment has been made, you will be able to access your generated tax forms which you can then sign and provide to your employer before you start your employment



2021

Congratulations You completed your record!

Please follow the directions below to complete this process.

1. Review, sign and date each of the required documents listed below.
2. Submit the required documents through TDS Documents Exchange.

We can generate the following forms for you:

- ✓ W4 form (non-resident)

To access your forms you must complete the payment.

TDS Personal Account	Includes: Tax forms	\$ 19.95
----------------------	------------------------	----------

Order total: \$ 19.95

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

Sales Tax	\$ 2.04
-----------	---------

Amount to pay: \$ 21.99

PAY NOW

Other Forms

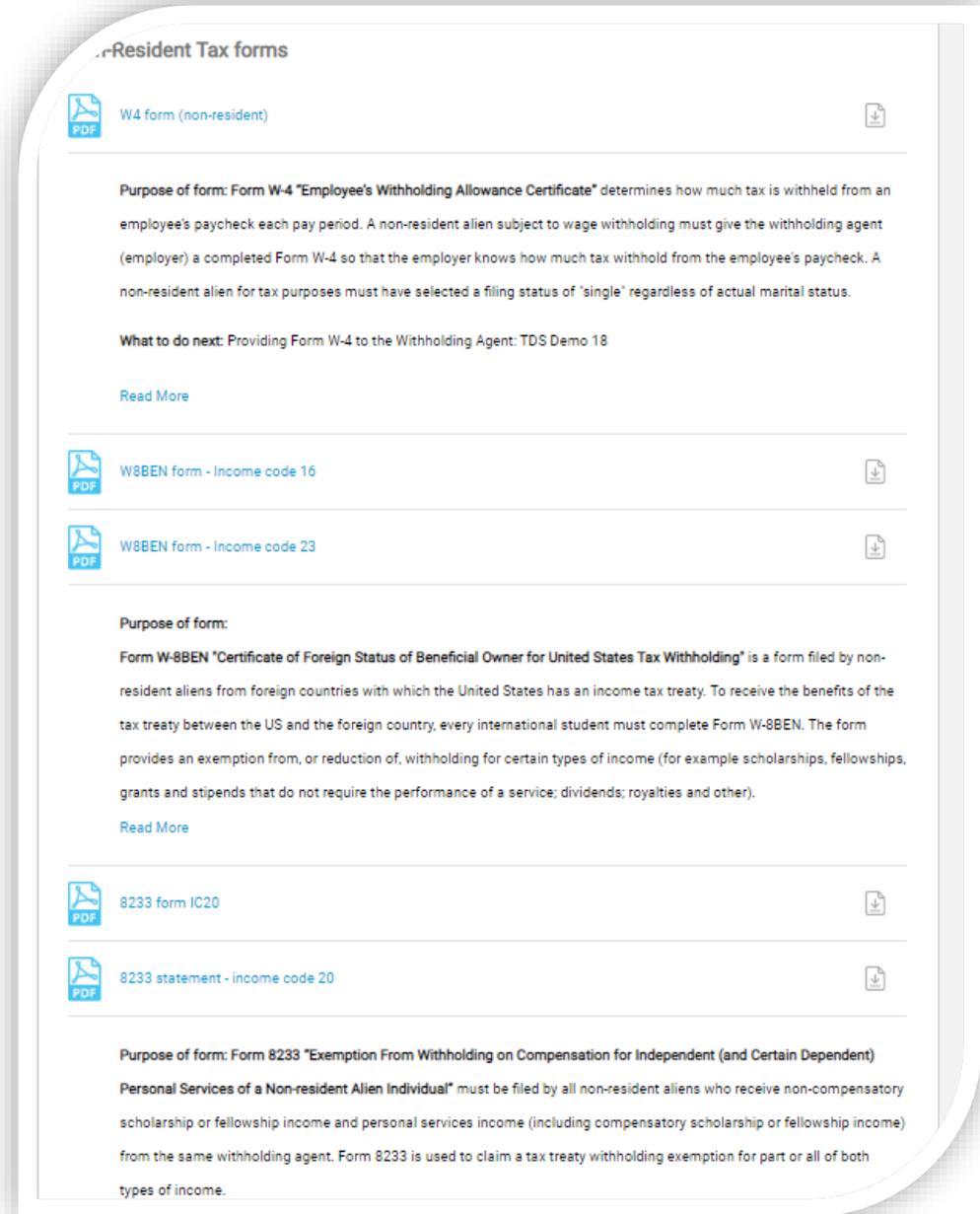
 TDS Summary 

BACK

Generation Of Tax Forms



- SprintaxTDS Personal will generate any applicable tax forms for you
- You can now sign and provide them to your employer to make the process of starting your new job easier!



Non-Resident Tax forms

-  [W4 form \(non-resident\)](#) 

Purpose of form: Form W-4 "Employee's Withholding Allowance Certificate" determines how much tax is withheld from an employee's paycheck each pay period. A non-resident alien subject to wage withholding must give the withholding agent (employer) a completed Form W-4 so that the employer knows how much tax withhold from the employee's paycheck. A non-resident alien for tax purposes must have selected a filing status of 'single' regardless of actual marital status.

What to do next: Providing Form W-4 to the Withholding Agent: TDS Demo 18

[Read More](#)

-  [W8BEN form - Income code 16](#) 
-  [W8BEN form - Income code 23](#) 

Purpose of form:

Form W-8BEN "Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding" is a form filed by non-resident aliens from foreign countries with which the United States has an income tax treaty. To receive the benefits of the tax treaty between the US and the foreign country, every international student must complete Form W-8BEN. The form provides an exemption from, or reduction of, withholding for certain types of income (for example scholarships, fellowships, grants and stipends that do not require the performance of a service; dividends; royalties and other).

[Read More](#)

-  [8233 form IC20](#) 
-  [8233 statement - income code 20](#) 

Purpose of form: Form 8233 "Exemption From Withholding on Compensation for Independent (and Certain Dependent) Personal Services of a Non-resident Alien Individual" must be filed by all non-resident aliens who receive non-compensatory scholarship or fellowship income and personal services income (including compensatory scholarship or fellowship income) from the same withholding agent. Form 8233 is used to claim a tax treaty withholding exemption for part or all of both types of income.

What's The Difference Between SprintaxTDS Personal And Sprintax Tax Prep?



- SprintaxTDS Personal prepares tax documents prior to employment such as the W-4, 8233 and outlines residency for tax purposes as well as FICA exemption
- Sprintax Tax Prep prepares your Federal and State Income Tax Returns for all of the US income you earned during the tax year
- You use TDS to prepare for employment
- You use Tax Prep to complete your tax return, at the end of the year
- You may receive separate communications from the international office about both services





SprintaxTDS Personal Support

tds@sprintax.com

Live Chat on SprintaxTDS Personal