

FILING TAXES

OVERVIEW OF THE PROCESS

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WHERE DO I START?

Gather your tax documents as applicable



1. Social Security Number



2. Form W-2, Wage and Tax Statement
for on-campus employment, CPT or OPT wages



3. 1042-S, for income such as fellowships, scholarships, or
honorariums

The screenshot shows a login page for the 'Foreign National Tax Resource'. At the top, there is a notification about an updated Privacy Statement. The main heading is 'Foreign National Tax Resource'. The login form includes fields for 'Username' (containing 'international_student1') and 'Password' (masked with dots). Below the password field is a checkbox for 'I acknowledge that I have read and agree to the Terms of Use.' and a 'SUBMIT' button. There are also links for 'Forgot your password?' and 'Forgot your username?'. A note at the bottom of the form states: '** NOTE: If you require assistance logging in, please contact your institution or organization.' To the right of the form, there are two sections: 'NEW USERS? CLICK [REGISTRATION](#) TO SIGN UP' and 'DID YOUR ACCESS CODE CHANGE? [CLICK HERE](#) TO REACTIVATE YOUR ACCOUNT.' Below these are two paragraphs of text: 'The information contained on this website has been gathered, written and organized by tax experts who have a combined 45 years of experience in preparing taxes for foreign nationals.' and 'Log in to access comprehensive information for Foreign Students, Scholars, Workers, and Dependents.' The footer contains '© 2018 Thomson Reuters' and 'Terms of Use | Privacy Policy'.

We've updated our Privacy Statement. Before you continue, please read our new [Privacy Statement](#) and familiarize yourself with the terms

Foreign National Tax Resource

Username:

Password:

I acknowledge that I have read and agree to the [Terms of Use](#).

SUBMIT

[Forgot your password?](#)
[Forgot your username?](#)

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CREATE OR ACTIVATE AN ACCOUNT IN WINDSTAR TAX SOFTWARE

Follow the instructions on the I-Center's website: <http://students.tufts.edu/student-affairs/living-campus/group-six/international-center/taxes-and-social-security/tax-preparation-and-assistance-windstar>

COMPLETE THE FORM

Biographical Information

Immigration Status

Travel Dates

Add wages information from W-2 and/or
1042-S

Add bank account info for direct deposit of
refund




PRINT THE INSTRUCTION SHEET

- After completing everything, download the Instruction Sheet and use the information on it to file your federal and/or state taxes

Instruction Sheet ←	This form is for your information only. Do not send it to IRS with your tax return.
Form 1040NR-EZ ←	U.S. nonresident alien income tax return. You may, but are not required to submit Form 1040NR(-EZ) because your only U.S. income is wages that do not exceed the personal exemption amount. If you choose not to submit the Form 1040NR-EZ, prepare only Form 8843. The Form 8843 prepared with the Form 1040NR-EZ does not have your address on it. If you want to prepare Form 8843 alone, go to Form 8843 Only? page and check the checkbox on the page and select the Next button.
Form 8843 ←	Statement for exempt individuals and individuals with a medical condition.

PRINT YOUR FEDERAL AND STATE TAX FORMS

- After completing everything, click on each of the forms, download, save and print the forms from your computer.

Instruction Sheet 	This form is for your information only. Do not send it to IRS with your tax return.
Form 1040NR-EZ 	U.S. nonresident alien income tax return. You may, but are not required to submit Form 1040NR(-EZ) because your only U.S. income is wages that do not exceed the personal exemption amount. If you choose not to submit the Form 1040NR-EZ, prepare only Form 8843. The Form 8843 prepared with the Form 1040NR-EZ does not have your address on it. If you want to prepare Form 8843 alone, go to Form 8843 Only? page and check the checkbox on the page and select the Next button.
Form 8843 	Statement for exempt individuals and individuals with a medical condition.

MAIL YOUR TAX FORMS

Sign

- Sign your Federal and State tax forms.

Copy

- Make copies of your forms and keep with your records.

Mail

- Mail your Federal tax forms (1040NR-EZ and 8843) to the U.S. Department of the Treasury, IRS. Use the address from the instructions sheet. Use certified mail if possible.
- Mail your Massachusetts state taxes to the Mass Dept. of Revenue. Use the address from the instructions sheet. Use certified mail if possible.