

## WINDSTAR: Foreign National Tax Resource User Guide

### Tax Return Resource for Returning Users

1. Always start at the [International Center website](#). Click on the link that will take you to WINDSTAR.
2. Returning users must reactivate account with newly access code sent by the I-Center

⋮ DID YOUR ACCESS CODE CHANGE? [CLICK HERE](#)  
TO REACTIVATE YOUR ACCOUNT.



3. After your code has been updated you can log in with the username and password you set up when registering for the *Foreign National Tax Resource*. When logged in to the *Foreign National Tax Resource*:
  - Please be sure to read the important notices from the vendor.
  - Access the tax preparation software from within the *Foreign National Tax Resource* by clicking on the yellow button that says 'Prepare tax return 2016'

### Tax Return Resource for New Users

1. Retrieve your access code to register (from I-Center's email)
2. Always start at the [International Center website](#). Click on the link that will take you to WINDSTAR.
3. Complete the registration form, creating an account with a username and password.
4. Sign in using the username and password you provided during the registration process. You will then be able to use the WINDSTAR access code to begin the tax preparation process.

⋮ NEW USERS? CLICK [REGISTRATION](#) TO SIGN  
UP



### 1040NR/1040NR-EZ Preparation

1. Register a new user account in the *Foreign National Tax Resource*
  2. Access the tax preparation software from within the *Foreign National Tax Resource* by clicking on the yellow button that says 'Prepare tax return 2016'
  3. Complete the registration form by clicking on the "Register" button.
- Once you register you will have immediate access to the software.

## User Tip:

When unsure of how to fill in the required field click on the question mark symbol to read the instructions. For example:

status 

Valid format: mm/dd/yyyy

### Last Day in the U.S. [X Close](#)

This is the last day in the United States projected based on your existing immigration documents. For most nonimmigrants, this is the termination date on your Form I-94, Arrival/Departure Document.

If you are in F, J, M, or Q status and your termination date is D/S for "duration of status," use the end date as originally recorded, or as extended and recorded, on your Form I-20 or Form DS-2019. F-1 individuals on post-completion OPT would use the end date of their OPT card.

Use | [FAQ](#) | [Contact Us](#)

## Step 1

Enter your name EXACTLY as it appears on your Social Security card or ITIN card or IRS letter providing your ITIN. If you have only one name, enter your first name as FNU which means first name unknown.

Enter your SSN or Tax ID number. If you have both only use your SSN.

### Personal Information

First Name	<input type="text"/>
Middle Name	<input type="text"/>
Last Name	<input type="text"/>
Date of Birth	<input type="text"/>  Valid format: mm/dd/yyyy
Social Security Number	<input type="text"/>  Valid format: ###-##-#### or #####
Individual Tax ID Number	<input type="text"/>  Valid format: 9##-##-#### or 9#####
Citizenship Country	Select One 
Occupation	<input type="text"/>
Is the taxpayer legally blind?	<input type="radio"/> Yes <input checked="" type="radio"/> No

**Next**

Please select the Next button to save the information entered.

**Step 2** Click on the orange box to enter your status information

### Nonimmigrant Status History

**Enter a Nonimmigrant Status**



**Step 2A** Complete the fields and click on save

**Nonimmigrant Status** [Nonimmigrant statuses and descriptions](#)

[Cancel](#)

See [here](#) for instructions on travel days

**IMPORTANT!** You may prepare a Form 8843 for each of your accompanying dependents who were in derivative F, J, M, or Q status and exempt from counting U.S. days provided that their dates of U.S. entries and exits (if any) are the same as yours.

Nonimmigrant status

Primary purpose 

First day in U.S. in this status    
Valid format: mm/dd/yyyy

Last day in U.S. in this status    
Valid format: mm/dd/yyyy

Tax residence country 

Is this your entry visa?   Yes  No

During this visit, did you leave the U.S.?  Yes  No



**Save**

If prompted, enter your entry and departure dates during your period of stay in the U.S. You can find this information in your passport, I-94 travel record, and airfare tickets/records.

[Add additional dates](#)

Date entered United States	Date departed United States	
<input type="text" value="8/26/2015"/>	<input type="text" value="12/22/2015"/>	<b>Delete</b>
<input type="text" value="01/17/2016"/>	<input type="text" value="03/03/2016"/>	<b>Delete</b>
<input type="text" value="03/11/2016"/>	<input type="text"/>	<b>Delete</b>

**Save**

**Step 2B** Answer the question on permanent residency

**Step 2C** Determine if you are a non-resident or resident alien

**Are you a Nonresident Alien or Resident Alien?** 

 [Click Here to See](#)

**Step 3** Click continue to proceed to add your U.S. address and permanent (foreign) address

**Step 4** Select your marital status

**Step 5** Add dependent information for your F-2 or J-2 spouse and/or child if applicable

**Step 4** Add information for your Form 8843

Enter the name, address, and telephone number (including area code) of the academic institution you attended during 2015	Tufts University/Medford
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To find the address of your campus visit this webpage: <https://www.tufts.edu/about/contact-us>

Enter the name, address, and telephone number (including area code) of the director of the academic or other specialized program you participated in during 2015	Professor X
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Enter the name of the Dean of your school, Department Chair or Hiring Manager. Use the address of the Department. You can find this information at <https://whitepages.tufts.edu/>

**Step 5** Check the Form 8843 box if you did not earn any income during your time at Tufts. Otherwise, click next and continue to fill the rest of the return.

**Step 6** Enter your earnings and withhold information by using your Form W-2. Fill in the required fields **EXACTLY** as it appears on your FORM W-2. Click **NEXT** after completing all of the required fields.

**W-2 Summary** 

Enter the information **ONLY** if you have received a Form W-2 from a U.S. payer.



[Add W-2](#)

**Wages and Salaries (W-2)** 

[Cancel](#)

Employer id number	123456	Valid format: xxx-xxxxxxx
Employer's name	Trustees of Tufts University	
Box 1: Wages, tips, other compensation	2000	
Box 2: Federal income tax withheld	26.00	
Box 3: Social Security wages	0.00	
Box 4: Social Security tax withheld	0.00	
Box 5: Medicare wages and tips	0.00	
Box 6: Medicare tax withheld	0.00	
Box 15 - 20:	<a href="#">Add additional state info</a>	

15. State	16. State wages, tips, etc.	17. State income tax	18. Local wages, tips, etc.	19. Local income tax	20. Locality name	
MASSACHUSETTS						Delete

[Back](#)

[Next](#)

**Step 7** Enter your 1042-S data about scholarships, fellowship and tax treaties

### 1042-S Summary

Enter the information **ONLY** if you have received a Form 1042-S from a U.S. payer.

**Add 1042-S**



Box 1: Income code	16 - Scholarships or fellowship grants
Box 2: Gross income	55000
Box 3a: Exemption code	04 - Exempt under tax treaty
Box 3b: Tax rate	%
Box 5: Withholding allowances	
Box 7: Federal tax withheld	
Box 8: Tax withheld by other agents	
Box 11: Amount repaid to recipient	
Box 12d: Withholding agent's name	
Box 21: State income tax withheld	
Box 23: Name of State	

**Back**

**Next**

Please select the Back or Next button to save the information entered. Select the "Cancel" link on top to exit without saving the data.

**Step 8** Complete the fields for the W-2G and 1099-Div, 1099-G, 1099-INT, 1099-MISC forms only if you have received either of these forms

**Step 9** Answer the questions about unreported income if applicable to you

**Step 10** Answer the question about student loan interest deduction only if you have been granted a U.S. education loan and if you have received the Form 1098-E from the lending institution

**Step 11** Open the **question mark**  content for each of the questions under the itemized deductions section and answer the questions to the best of your abilities

**Step 12** Determine if you made an estimated federal income tax payment by following the instructions found in the **question mark symbol** 

**Step 13** Determine if you want to apply your refund to the next year's tax return and select your preferred refund method: Paper Check or Direct Deposit into U.S. Account. Graduating students and temporary scholars must use direct deposit. The IRS does not mail checks to outdated addresses.

**Step 14** Answer all of the questions under **Supporting Information**

**Step 15** Determine if you want to assign a Third Party Designee: A third-party designee is a friend, a family member, a tax return preparer, or any other person you choose to discuss your tax return with the IRS.

**Step 16 Review your information and print your tax return forms and instruction sheet**

<a href="#">Instruction Sheet</a> 	This form is for your information only. Do not send it to IRS with your tax return.
<a href="#">Form 1040NR-EZ</a> 	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.
<a href="#">Form 8843</a> 	Statement for exempt individuals and individuals with a medical condition.

**Step 17** Sign the tax forms, keep a copy for your records and mail the originals to the IRS by USPS certified mail, Fedex or UPS to the Department of the Treasury, Internal Revenue Service Center, Austin, TX 73301-0215. Keep the tracking information with your records in case you need to contact the IRS.