

SEO's Guide to Setting up your Sprintax Calculus Account

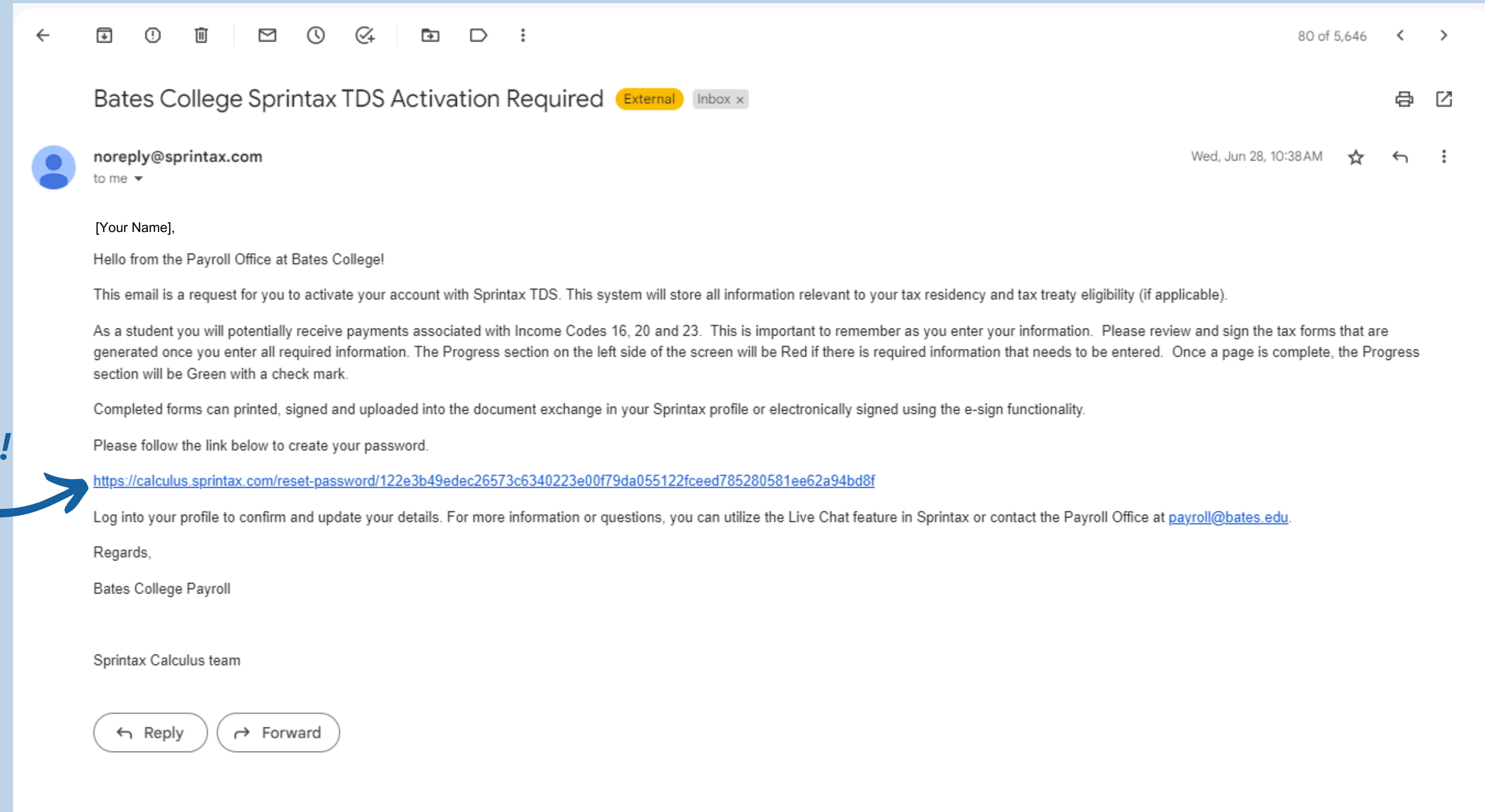
The purpose of Sprintax is to provide SEO with an analysis of your tax status, determining on how we need to tax you for any income you receive at Bates.

Setting up your Sprintax account is important for international students regardless of plans to work as you may receive fellowships, prizes or awards in addition to compensation for work.

The process of setting up your profile may pose some questions. Most information you will know (such as your address, when you entered the US, etc.) but some questions may require guidance from SEO. This guide is designed to help in answering those questions and make completing your Sprintax account easier.



This is the activation email you will receive as the first step to set up your account. Read all the information then click the blue link to begin the process.



Start here!

You will be brought to a page to reset your password. After doing so, refresh the screen and log in using your Bates email as your username and your new password.

Once you log in you will be able to begin entering your information. Be sure to read each question carefully and answer them all.

Green checkmarks on the side are good and mean you have completed all required questions! If a red X appears in this column, go back and see what you missed.

sprintax
calculus

Progress:

- 1 Residency
- ✓ Personal data
- ✓ Contact details
- ✓ Tax Forms Info
- ✓ Payments
- ✓ Residency Summary
- ✓ Tax Treaties

✓ I consent to receive Form 1042-S in electronic format in lieu of receiving a paper copy in my Calculus account. Consent form

Need help?

Your Details Final Summary Tax Forms Document Exchange

2FA:OFF | ? | Account

Sophie Wheeler

Residency 2023

Please Note:
All fields marked as mandatory are required for successful residency and tax determination. Skipping answers could lead to incomplete estimation and tax forms.

Residency Information

Are you (or will you be) a citizen of the United States, Guam, Puerto Rico, The US Virgin Islands, American Samoa, or the CNMI by birth or by naturalization, on the last day of 2023? *

Yes No

Are you currently or will you be a Green Card holder on the last day of 2023? *

Yes No

Have you ever applied for US citizenship/ lawful residence? *

Yes No

Have you been present, or do you expect to be present in the US during 2023? *

Yes No

Did you or do you plan to stay in the US for less than 31 days in total in 2023? *

Yes No

The "Tax Forms" page is often where guidance from SEO is needed.

The image on the right displays the standard answers for Bates international students.

- Income Codes 16, 20, and 22 cover all money you may receive from Bates,
- All students on F1 visas are legally allowed to work in the US
- Bates College will be your only employer regardless of how many on-campus jobs you have, so answer no to having "more than one jobs"
- If you do not know your expected amount earned, we advise entering \$100.

Tax Forms Info

Have you or do you expect to receive income (wages, scholarship, commissions, royalties, or other payments) from President and Trustees Bates College in 2023? *

Yes No

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) ⓘ

Scholarship or Fellowship Grants. Includes Scholarships for attendance and Room & Board, student summer fellowships and internships, etc.

Compensation for independent personal services (Income Code 17) ⓘ

Work as an Independent Contractor

Compensation during studying and training (Income Code 20) ⓘ

Working as an On-Campus Student Employee

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

Awards and Prizes and other types of payments that do not qualify as any of the other income types.

Winning awards/Gambling (Income Code 28)

Are you legally allowed to work? * ⓘ

Yes No

Do you have or expect to have more than one job in the US in 2023? * ⓘ

Yes No

Do you have or expect to have three or more jobs in 2023? *

Yes No

Is this current job the highest paying job you had during the 2023? * ⓘ

Yes No

Enter the expected annual amount from your highest-paying job * ⓘ Select payment period for this job *


\$

Enter the expected annual amount from your lowest-paying job * ⓘ

\$


Please choose your Employer/Payer * First date of employment with this employer ⓘ


Tax Forms 2023

 **You are almost there...**
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 Documents Exchange.


Non-Resident Tax forms

 [Form W-8 BEN, Income code 16](#) [Review and sign](#)

 [Form W-8 BEN, Income code 23](#) [Review and sign](#)

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](#)


 [Form W-4 \(Nonresident\)](#) [Review and sign](#)

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: President and Trustees Bates College

[Read More](#)


Other Forms

 [Sprintax Tax Summary](#) [Review and sign](#)



The final part is signing the four forms after confirming the information you have answered is accurate.

As you try to sign the first form, you will be prompted to set up Two-Factor Authentication (2FA), which is necessary to sign the forms. For assistance, see our [Sprintax 2FA Information](#) page.

Enable Two-Factor Authentication ✕

 Keep unauthorized users out of your account by using both your password and your phone. Setup your two-factor authentication codes in 3 steps. You will only be asked to enter validation code when you try to login.

1. Download Google or MS Authenticator mobile app

[Continue](#)

Please sign all 4 forms.

If you have any further questions, contact us at seo@bates.edu at any time.