

## TAX INFORMATION FOR INTERNATIONAL STUDENTS AND SCHOLARS

International students and scholars should file a tax return for the previous tax year. It is your responsibility to comply with relevant tax laws.

1. International students and scholars who received U.S. sources of income during any part of the previous year must file **U.S. Internal Revenue Service (IRS)** income tax forms and **State of Oregon Department of Revenue** forms by April 15th. Income could include on-campus employment, graduate assistantships, OSU scholarships, practical training, U.S. funding, stipends or other sources.
2. Any international students, scholars or dependents not receiving income from U.S. sources in the past year (but who were physically present in the U.S.) should file IRS informational [Form 8843](#).

### SPRINTAX - ONLINE TAX FILING SOFTWARE

#### How to File Your Taxes

The Office of International Services (OIS) has purchased an online tax software called Sprintax to assist you with filing your federal income taxes. As an OSU student and scholar, you have free access to [Sprintax](#)

OIS will send you a payment code via your **ONID email account** by February to use at [Sprintax](#) ([www.sprintax.com](http://www.sprintax.com)). If you have not received a Sprintax access code by late-February, please e-mail [OIS.Student@oregonstate.edu](mailto:OIS.Student@oregonstate.edu).

Sprintax can be accessed from any computer that is connected to the internet and a printer. [Sprintax](#) will help you prepare your tax return and provide you with step-by-step instructions of when to file, how to file, and where to file your taxes. Office of International Services (OIS) staff are not tax professionals and cannot assist international students and scholars with tax advising or tax return preparation. If you choose not to use Sprintax, you may use a tax professional or prepare your own tax return.

Note: Federal tax preparation is free using OSU's Sprintax code; however, if you need to apply for an ITIN, file a State Tax form, are not classified as a non-resident for the entire tax year, or complete another tax service, there may be a small fee.

#### About Sprintax

Sprintax has many benefits to international students and scholars, including the ability to use a 24-hour live instant messaging tool with tax experts to answer your questions. In addition, Sprintax will complete your taxes based on a series of questions about your situation, and will help you mail your printed tax forms. You will not be able to submit your tax forms online. If you have any questions about using the Sprintax software, please contact [hello@sprintax.com](mailto:hello@sprintax.com), call 1-866-601-5695 (Toll Free) or use the Live Messenger tool in your Sprintax account.

**Please do not share the Sprintax access code with anyone other than international students and scholars at OSU as we have a limited number of codes available. The access code will be available on a first-come, first-serve basis, so please file your taxes early.**



### OREGON STATE UNIVERSITY CONTACTS FOR TAX FORMS

Scholars or scholars receiving salary or payment from OSU may contact the following staff in the OSU Payroll Office to help with questions on tax withholding, FICA withholding, non-resident versus resident for tax purposes and tax treaty eligibility.

| Name         | Telephone    | E-mail   |
|--------------|--------------|--|
| Traci Yates  | 541-737-3770 | <a href="mailto:Traci.Yates@oregonstate.edu">Traci.Yates@oregonstate.edu</a>   |
| Kristi Rietz | 541-737-8611 | <a href="mailto:Kristi.Rietz@oregonstate.edu">Kristi.Rietz@oregonstate.edu</a> |

**Students** receiving OSU scholarships may contact the following staff in OSU Business Affairs for assistance with the tax reporting Form 1042-S.

| Name               | Telephone    | E-mail   |
|--------------------|--------------|--|
| Heidi Benninghoven | 541-737-9366 | <a href="mailto:heidi.benninghoven@oregonstate.edu">heidi.benninghoven@oregonstate.edu</a> |

### ADDITIONAL TAX RESOURCES

**Internal Revenue Service (IRS)** – The IRS is the federal government office that manages U.S. taxes and their website has comprehensive information on how to file your taxes ([www.irs.gov](http://www.irs.gov)).

**IRS information for International Students & Scholars** - You can also find specific tax information for Foreign Students and Scholars on the IRS website at (<http://www.irs.gov/Individuals/International-Taxpayers/Foreign-Students-and-Scholars>).

**IRS Telephone and In-Person Assistance** - The IRS also offers telephone assistance to answer general tax questions (1-800-829-1954). If you prefer to seek information from the IRS in person, you may make an appointment for free tax filing assistance through an IRS Taxpayer Assistance Center.

**Tax Professionals** - If you need extra assistance or have a complicated tax situation, you can also hire a tax professional. Many tax professionals are called Certified Public Accountants (CPAs). For information on selecting a tax professional, please see the IRS handout: <https://www.oregon.gov/obtp/Pages/index.aspx>

**State Tax Information:** In addition to a Federal (U.S.) tax return, you might need to file a state income tax return as well. For information about filing taxes in the state of Oregon, you can go to (<http://www.oregon.gov/DOR/>).

### ADDITIONAL FORMS AND PUBLICATIONS INFORMATION

Below is a listing of some of the publications you may need to file your taxes. For additional forms and publications, refer to the Internal Revenue Service (IRS) or Oregon Department of Revenue websites. **Remember to photocopy all completed forms for your reference before mailing them to the Internal Revenue Service and Oregon Department of Revenue.**

#### **INTERNAL REVENUE SERVICE - IRS (Federal Tax Forms)**

(<http://www.irs.gov>)

- **Form 8843** All international students, scholars and dependents must file Form 8843, whether receiving U.S. income or not.
- **Form 1040-NR** - The 1040-NR form is used if you are itemizing your deductions.
- **Publication 519** - U.S. Tax Guide for Aliens
- **Publication 901** - U.S. Tax Treaties
- OR DOR
- OR DOR Forms

#### **OREGON DEPARTMENT OF REVENUE (State Tax Forms)** (<http://www.oregon.gov/DOR/forms>)

- **Form 40N** and Instructions for 40N/P