

Welcome to CINTAX

Follow these simple steps and complete your U.S. income tax return in an easy and efficient way!

Your institution has purchased a license agreement so that you can use **CINTAX** to prepare your U.S. income tax return. Each person who uses **CINTAX** must have a valid *Access Code*.

What Documents and Information Do I Need BEFORE I Login? Please make sure you have the following documents and information available BEFORE you log into **CINTAX**:

- Visa/Immigration Status information;
- Passport;
- Form DS-2019, if J status individual;
- Form I-20, if F status individual;
- Social Security or Individual Taxpayer Identification Number (if you have been assigned one);
- Address Information (i.e., Current U.S. and Foreign Address);
- U.S. Entry and Exit Dates for current and past visits to the U.S.;
- Academic Institution or Host Sponsor Information (name/address/phone for Academic Director);
- Forms W-2, 1042-S and/or 1099 (if you received any);
- Scholarship/fellowship grant letter you may have received (if any); and
- A copy of your 2007 federal income tax return (*Form 1040NR or 1040NR-EZ*), if you filed a federal income tax return last year.

How Do I Access CINTAX? You may access **CINTAX** from any computer with internet access from anywhere in the world! Simply type the following URL address into your internet browser: <http://www.cintax.us> Click on the word "**CINTAX**" at the top of the page to enter.

The **FIRST** time you log into **CINTAX**, you will be asked "**Have you already created your User Account?**" Select "**No. This is my first time to login this year. I need to create my User Account.**" You will then be prompted to enter your assigned *Access Code* (you should have received your assigned *Access Code* from your Institution Administrator). You must then create your User Account by selecting a *Password* and your personal *UserID*; be sure to remember your **NEW Password** and *UserID* as you will use it to access **CINTAX** if you need to login again. To ensure that your income tax return information remains private and secure, **DO NOT** share your *Password* or *UserID* with anyone. Please note, your email address is used solely by **CINTAX** to contact you if there is a problem while you are using the system; we do not sell or share your email address with anyone).

If you return to **CINTAX** to modify or reprint your tax return, at the **CINTAX** login page enter the *Password* and *UserID* you selected at the time you created your User Account; do not enter the originally assigned *Access Code*.

How Long is My Password Valid? During your use of **CINTAX**, you will be asked whether you would like **CINTAX** to (i) save your information until June 16 (so that you may reprint or modify your return), or (ii) delete your information. If you select "Save" your information, when you again log into **CINTAX**, you must enter the *Password* and *UserID* you selected when you initially established your User Account; do not create a new User Account. If you selected "Delete" your information, if you return to **CINTAX**, you must obtain a new *Password* from your Institution Administrator and create a new User Account at login; you also will have to re-enter all your data.

How Can I Get Help? If you have questions about your assigned *Access Code*, contact your Institution Administrator. If you need assistance with **CINTAX**, click on **Online Help** at the bottom of any screen; Online Help will provide specific information relating to the topic on that page. If you have a technical issue, contact the **CINTAX** Support Center at support@cintax.us; **all support questions are handled via email.**

We hope you find CINTAX simple to use and easy to understand.

Certain Individuals with NO Income Must File Form 8843

WHO MUST FILE FORM 8843? All nonresident aliens who are present in the U.S. under an F-1, F-2, J-1, J-2, M-1, M-2, Q-1, or Q-2 immigration status **MUST** file Form 8843 "Statement for Exempt Individuals and Individuals With a Medical Condition."— **even if they received NO income during 2008**. Form 8843 must be filed if an individual is:

- ✓ **present in the U.S. during 2008,**
- ✓ **a nonresident alien, and**
- ✓ **present in the U.S. under an F, J, M or Q immigration status (either the "-1" or the "-2").**

If an individual meets all three qualifications above, the individual must file Form 8843, regardless of the individual's age and even if the individual is not required to file a U.S. income tax return (Form 1040NR or Form 1040NR-EZ).

WHAT IS FORM 8843? Form 8843 is not an income tax return. Form 8843 is merely an informational statement required by the U.S. government for certain nonresident aliens (including the spouses or dependents of nonresident aliens).

DO I NEED A SOCIAL SECURITY NUMBER OR INDIVIDUAL TAXPAYER IDENTIFICATION NUMBER TO FILE ONLY FORM 8843? Generally, no. Nonresident aliens who are not required to file an income tax return (Form 1040NR or Form 1040NR-EZ), but who are required to file only Form 8843, need not apply for a social security number (SSN) or an individual taxpayer identification number (ITIN). If, however, an SSN/ITIN has been assigned, the number must be included on Form 8843.

An exception to this rule is for individuals who are eligible to be claimed as dependents on a U.S. income tax return. Such individuals must have an SSN/ITIN. Only nonresident aliens from a very limited number of countries may claim an exemption for their dependents on their U.S. income tax return (Form 1040NR). In such a case, any dependent who is claimed must have a SSN/ITIN. An exemption for spouse and/or dependents is only applicable if the country of tax residence is:

- ✓ American Samoa
- ✓ Canada
- ✓ Japan (only under the old U.S.-Japan treaty)
- ✓ Korea
- ✓ Mexico
- ✓ Northern Mariana Islands
- ✓ India (applicable only to F-1, J-1, M-1 Students)

HOW DO I SUBMIT FORM 8843?

- ✓ If you are required to file an income tax return (Form 1040NR/1040NR-EZ), attach Form 8843 to the back of the tax return.
- ✓ If Form 8843 is for a spouse or dependent eligible to be claimed as a dependent on a federal tax return, Form 8843 must be attached to the back of the tax return on which they are claimed.
- ✓ If Form 8843 is not filed in connection with a federal tax return, the form must be sent to **Department of the Treasury, Internal Revenue Service Center, Austin, TX 73301-0215**; however, please note that each individual who files Form 8843 must send the form separately from any other form or anyone else's forms.

For example, Juanita Garcia is present in the U.S. under an F-1 immigration status with her husband and 3 year old daughter (both present on F-2 immigration status). Juanita is the only person in the family who received U.S. source income during 2008. Therefore, Juanita will file an income tax return (Forms 1040NR/1040NR-EZ) with Form 8843 attached. Juanita's husband will file Form 8843 and mail in a separate envelope; Juanita's daughter must submit Form 8843 (in a separate envelope), regardless of her age.