NoRTH & NRVTAP International Tax Clinic

DIY-Taxes using TaxSlayer

An IRS FSA (Facilitated Self-Assistance) Tax Clinic

This guide is intended to assist in preparing tax year 2022 federal income tax returns for nonresident aliens.

This special circumstances guide covers:

Wage Income with No 1042-S or Your Treaty Benefits DO NOT MATCH

If your country has a tax treaty, you are required to provide ANNUAL proof to Macalester's payroll office regarding the treaty as instructed in various emails. If you worked on-campus and didn't provide proof immediately, then all or part of wage income (earned from on-campus work) was reported on W-2 instead properly on 1042-S, or you received both a W-2 and 1042-S Income Code 20 for work. Therefore what you earned from work does not match what your wage income treaty benefits could've been.

IRS Required Disclosures



In accordance with federal law and the Department of the Treasury - Internal Revenue Service policy, discrimination against taxpayers on the basis of race, color, national origin (including limited English proficiency), disability, sex (in education programs or activities), age or reprisal is prohibited in programs and activities receiving federal financial assistance.

Taxpayers with a disability may request a reasonable accommodation and taxpayers with limited English proficiency may request language assistance to access service.

De acuerdo con la ley federal y la política del Departamento del Tesoro - Servicio de Impuestos Internos, la discriminación contra los contribuyentes basada en raza, color, origen nacional (incluso el dominio limitado del inglés), discapacidad, género (en los programas educativos o actividades), edad o represalia, está prohibida en los programas o actividades que reciben asistencia financiera federal.

Los contribuyentes con una discapacidad pueden solicitar acomodo razonable y contribuyentes con un dominio limitado del inglés podrán solicitar asistencia con el idioma para tener acceso al servicio.

Operations Director, **Civil Rights Division** Internal Revenue Service Room 2413 1111 Constitution Avenue, NW Washington, DC 20224

If a taxpayer believes he or she has been discriminated against, a written complaint should be sent to the address referenced within. For all other inquiries concerning taxpayer civil rights, contact us at the mailing address or e-mail us at edi.civil.rights.division@irs.gov

Do not send tax returns or other tax-related information to the Civil Rights Division office or e-mail address.

Si un contribuvente cree que él o ella ha sido discriminado, debe enviar una queja por escrito al IRS, a la dirección de referencia. Para todas las demás consultas relacionadas a los derechos civiles del contribuyente, comuniquese a la dirección que aparece a la izquierda o envienos un comeo electrónico a edi.civil.rights.division@irs.gov

No envie declaraciones de impuestos u otra información que no esté elacionada con los derechos civiles, a la oficina de la División de Derechos Civiles o al correo electróni

VITA/TCE Free Tax Programs

The mission of these programs is to provide free basic tax return preparation for low-tomoderate income and elderly taxpayers. This also includes taxpayers with disabilities, limited English proficiency and the Military.

Volunteers participating in these programs must sign a Form 13615, Volunteer Standards of Conduct Agreement - VITA/ TCE Programs. These agreements require them to provide high quality service and uphold the highest ethical standards.

While the IRS is responsible for providing oversight requirements to Volunteer Income Tax Assistance (VITA) and Tax Counseling for the Elderly (TCE) programs, these sites are operated by IRS-sponsored partners who manage IRS-required site operations and volunteer ethical standards. In addition, the locations of these sites may not be in or on federal property.

To report unethical behavior to IRS, e-mail us at wi.voltax@irs.gov

Programas de **Impuestos Gratuitos** Ofrecidos por VITA/TCE

El Servicio de Impuestos Internos (IRS, por sus siglas en inglés), patrocina los programas de Asistencia Voluntaria al Contribuvente para la preparación de los Impuestos sobre el ingreso (VITA, por sus siglas en inglés), y el de Asesoramiento Tributario para las Personas de Edad Avanzada (TCE, por sus siglas en inglés).

La misión de estos programas es proporcionar la preparación gratuita de las declaraciones de impuestos sencillas a los contribuyentes de ingresos bajos a moderados v contribuventes de edad avanzada. Esto incluye también a los contribuventes con discapacidades, aquéllos con dominio limitado del inglés y la milicia.

Aunque el IRS es responsable de proporcionar los requisitos de supervisión para los programas de Asistencia Voluntaria al Contribuyente (VITA) y de Asesoramiento Tributario para las Personas de Edad Avazada (TCE), estos sitios son operados por socios patrocinados por el IRS que administran las operaciones requeridas por el sitio y los estándares de ética de los voluntarios. Además, es posible que las ubicaciones de estos sitios no estén en la propiedad federal.

Los voluntarios que participan en estos programas, tienen que firmar el Formulario 13615, Volunteer Standards of Conduct Agreement - VITA/ TCE Programs (Acuerdo de los estándares de conducta de los voluntarios de los programas de VITA/TCE), en inglés. Estos acuerdos exigen que ellos proporcionen un servicio de alta calidad y mantengan los más altos estándares éticos.

Para denunciar un comportamiento no ético al IRS, envíenos un correo electrónico a wi.voltax@irs.gov



WARNING!

- The TaxSlayer software is not "smart"!
 - Just because you can create a return that shows a particular amount of tax owed or a refund, or any number in any particular spot, does NOT mean that the return is correct.
- It is your responsibility to correctly prepare your tax return.
 - When you sign to send it in, you are signing under penalties of perjury that the return is true, correct, and complete.
 - We have provided aides to assist you in this process, and opportunities to talk to trained volunteers about how to prepare your return, but ultimately it is up to you to ensure that your return is correct.
 - As an IRS VITA clinic, the volunteers and organizations who assist you are not liable for any incorrect information in your return.
 - If the return you prepare is incorrect, YOU will be responsible for any additional tax, interest, or penalties that you may owe the IRS / MN Department of Revenue.

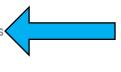
Tax Process Overview

- · Step 1: Get Organized
 - o Gather your income documents
 - o Confirm your return is in scope
- Step 2: Prepare Your Return
 - o Option 1: Personalized Guide
 - Create your Personalized Guide using our free tool
 - Prepare your return using the personalized guide
 - o Option 2: Use general guides
 - Confirm your federal tax residency status for 2022. You can use our free Am I A Nonresident Alien? tool.
 - Determine if you need to file a tax return
 - Determine your treaty benefits. You can use our free What Are My Treaty Benefits? tool.
 - Determine which scenario(s) apply to you
 - Prepare your return using the basic scenario
 - Update your return with any special circumstances scenarios

· Step 3: File Your Return

- o E-file your return
- Paper file (if you can't e-file)

Create a personalized guide and you'll only get the steps and pages that you need to prepare and file your federal and state tax returns!



You should be here in the tax process

Special Circumstances Scenarios

- We have broken out our state tax return preparation into separate guides. We have guides for the following states:
 - Minnesota, Pennsylvania, North Carolina, California, Maryland
- The following scenarios are intended to expand the federal and state tax return preparation process for nonresident aliens who have the following special circumstances:
 - Minnesota Property Tax Refund
 - Working in multiple states
 - Investment transactions Interest, Dividends, Capital Gains
 - Wage Income with No 1042-S, or Your Treaty Benefits DO NOT MATCH
 - Scholarship or Fellowship Income Not Reported on a 1042-S
 - Charitable Contributions
 - Student Loan Interest
 - Dependents
 - IRA/401(k) Distributions
- If one or more of these special circumstances applies to you, FIRST complete this basic scenario, and THEN complete the guides for any special circumstances that apply.

Out of Scope Income & Situations

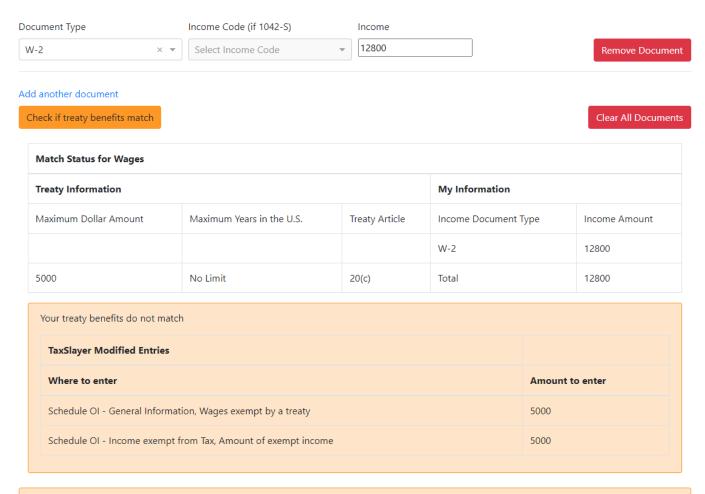
- Income over \$73,000 Note: this is a software limit, and you won't be able to prepare a return if your income is over this amount.
 - We have access to another free software package that does not have an income limit but does have other restrictions. Contact us at taxassistance@nrvtap.com and we will determine if it would work for you, and provide access if it does.
- Some state income tax returns. We support MN, CA, PA, NC, and MD returns. The software supports all of the other states, but we can't help you do them
- Treaty benefits for income types other than wages, scholarships, dividends, and capital gains
- Capital gains. We provide a guide for entering transactions for stock and mutual fund sales, but cannot provide assistance with this type of income at our appointments.
- Self-employment Income (1099-NEC or 1099-MISC)
- Income earned outside of the U.S.
- Amended returns
- Prior Year (2021 or earlier) Returns. The software only does 2022 returns.
- Cryptocurrency
- If you have a type of income that is out of scope you can still use TaxSlayer to prepare your return, but we will not be able to provide guidance about the out of scope income.
- You can find reference materials for preparing your federal return / reporting out of scope income here:
 - https://www.irs.gov/

Have you checked your treaty benefits?

You can check your treat benefits from GTP produced federal return From 1040-NR, Schedule OI, Line L, or you can use https://tools.nrvtap.com/treatybenefits to determine your treaty benefits. You may have to create an account with the www.nrvtap.com website.

Select Visa Se	Select Country of Tax Residency		Select Federal Tax Residency		
F-1 Student	hina	•	Nonresident	Alien	
Did you receive dividends from U.S. Corporations		Did you have capital gains from sales of U.S. stocks			
No	•	No		*	
Check Treaty Benefits				Clear Treaty Benefits	
My treaty benefit for scholarship or fellowship income (Code 16)					
Maximum Dollar Amount	Maximum Years in the U.S.		Treaty Article		
No Limit	No Limit		20(b)		
My treaty benefit for wage income for Studying and	l Training (Code 20)				
Maximum Dollar Amount	Maximum Years	in the U.S.		Treaty Article	
5000	No Limit			20(c)	

Did you enter your income documents? Are you in the right special circumstances scenario?



Follow the Basic Scenario 2 guide for entering your income and treaty benefits into TaxSlayer.

After completing Basic Scenario 2, follow the special circumstances guide for Wage Income with No 1042-S, or Your Treaty Benefits DO NOT MATCH

Tax Year 2022 Wage Income No 1042-S or Treaty

Benefits DO NOT MATCH

Potential situations where your benefits don't match.

- 1. You received a W-2 for some wages, a 1042-S for some wages, and your total of W-2 + 1042-S wages is less than your treaty benefit. If situation #1, go to pg 14.
 - This commonly occurs when individuals sign their treaty benefit paperwork after they have started working. Their first few paychecks may be reported on a W-2, and then later ones are reported on the 1042-S
 - This happens for both teachers and researchers who have an unlimited maximum of treaty benefits for wages, and for students who have a limited amount of treaty exempt wage income, and their total income is less than their treaty benefit.
- 2. You only received a W-2 for wages. You are eligible for a treaty benefit, but you did not receive a 1042-S form. If situation #2, go to pg 26.
 - This commonly occurs for individuals who do not work for at a college or university, or who never signed treaty paperwork with payroll at that school.
 - In this case your "1042-S" is \$0.
- 3. You received two 1042-S forms, and together they total more than your treaty benefit. If situation #3, go to pg 37.
 - This commonly occurs when students transfer between schools, and each school independently applies the treaty to their wages.

Go into TaxSlayer, then skip to the section that matches your situation

• If your situation doesn't match one of these, please contact us at taxassistance@nrvtap.com

Accessing TaxSlayer – Make sure the link takes you here.

Welcome to the TaxSlayer VITA/TCE selfprep kiosk

- No current year preparation or electronic filing Fees
- Unlimited current year states
- · Access to prepare and e-file 1040-NR
- Access to prepare and e-file 1040PR.

For assistance while completing your return, please contact the free tax assistance program where you received the referral link to this software. They have IRS-certified specialists available to assist you.

Click the Continue button to create a new account or login with an existing account.

CONTINUE

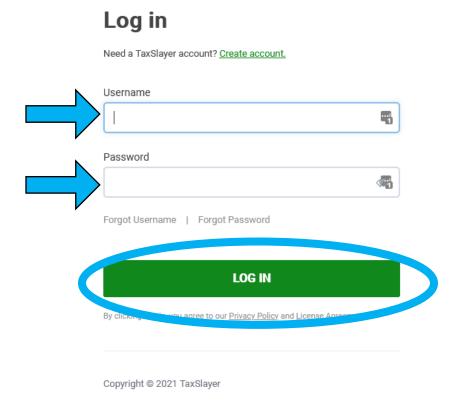
Do NOT go to the main TaxSlayer website.

Your only option on that site will be to pay for your return. You MUST you the link in the member section of the NRVTAP website.

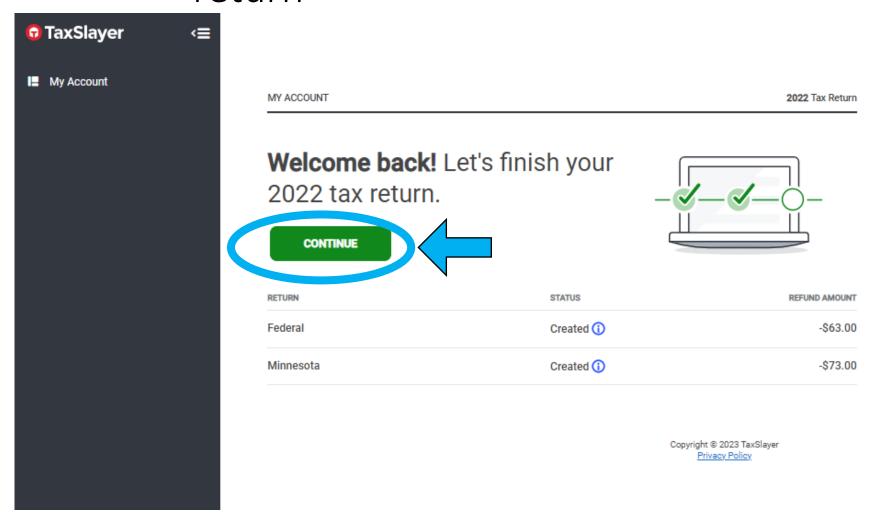
You will not be charged a fee if you are using the proper link.

Log into your TaxSlayer account

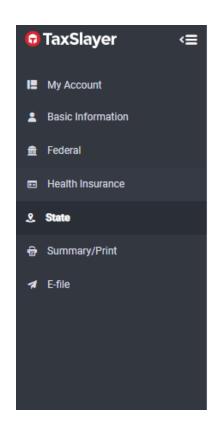
⊕ TaxSlayer

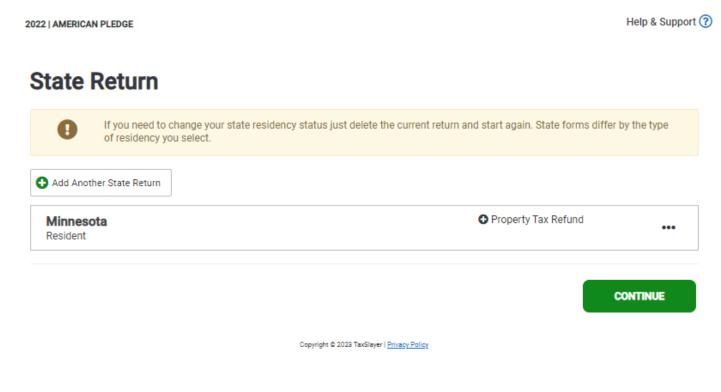


You should have a federal and a state return



You'll probably be automatically taken to the last step you completed.

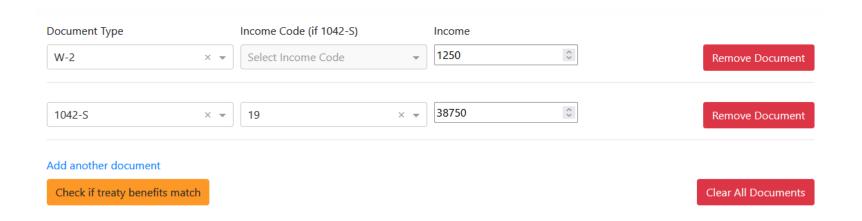




Situation #1:

Entering adjustments in TaxSlayer for when you received a W-2 for some wages, a 1042-S for some or zero wages, and your total of W-2 + 1042-S wages is less than your treaty benefit.

Nick is here as a J-1 researcher. He received both a 1042-S and a W-2, although his treaty benefit is unlimited.



These are the results of his "My Treaty Benefits" worksheet, showing that his benefits do not match

Treaty Information		My Information		
Maximum Dollar Amount	Maximum Years in the U.S.	Treaty Article	Income Document Type	Income Amount
			W-2	1250
			1042-S	38750
No Limit	2	20	Total	40000

ting entries
Amount to enter
1250
40000

Follow the Basic Scenario 2 guide for entering your income and treaty benefits into TaxSlayer.

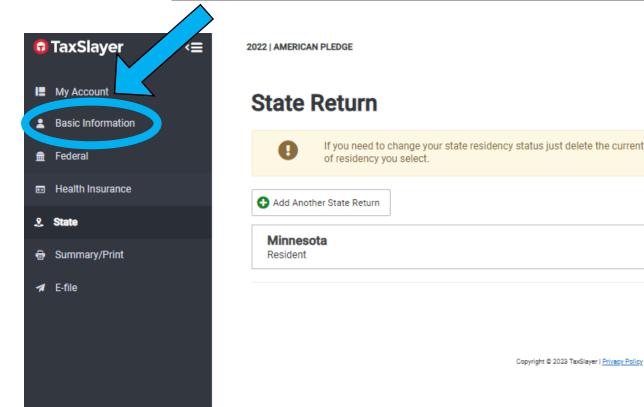
After completing Basic Scenario 2, follow the special circumstances guide for Wage Income with No 1042-S, or Your Treaty Benefits DO NOT MATCH

We strongly recommend that you print your results or take screenshots for reference.

Print Results

Match Status for Wages

Click on Basic Information, if you aren't already there



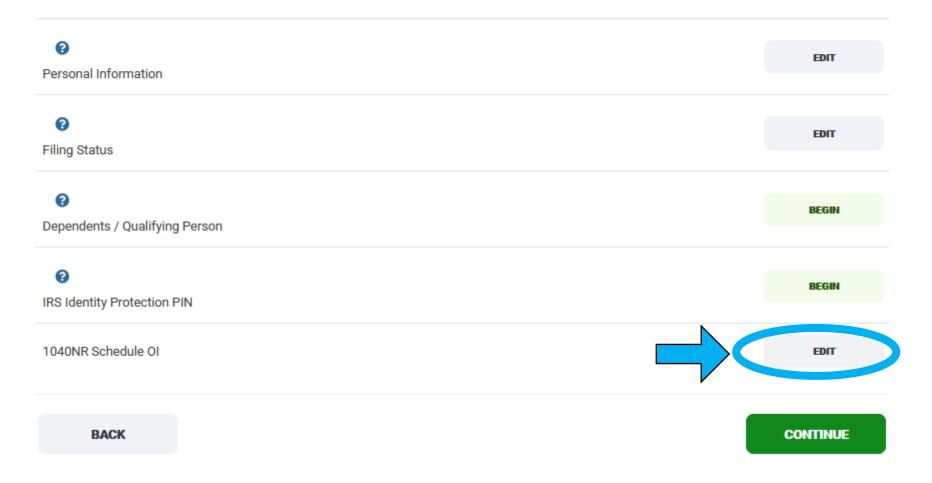
Help & Support ?

If you need to change your state residency status just delete the current return and start again. State forms differ by the type

O Property Tax Refund

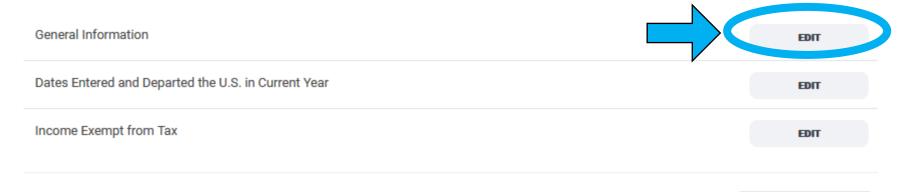
CONTINUE

Basic Information



Schedule OI

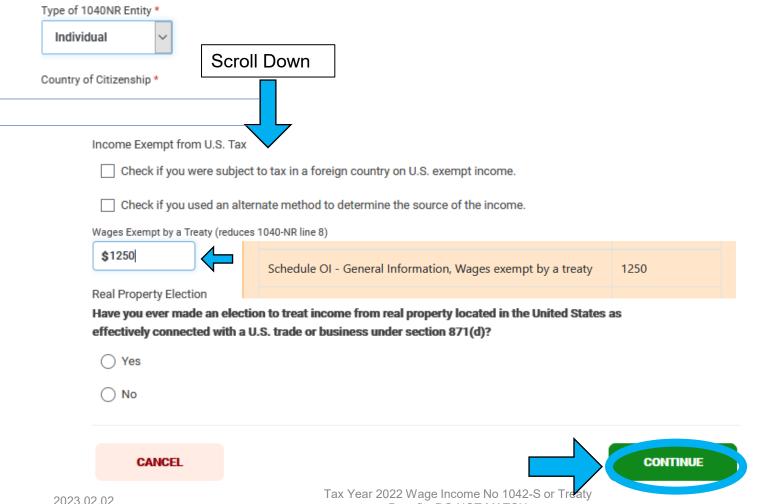




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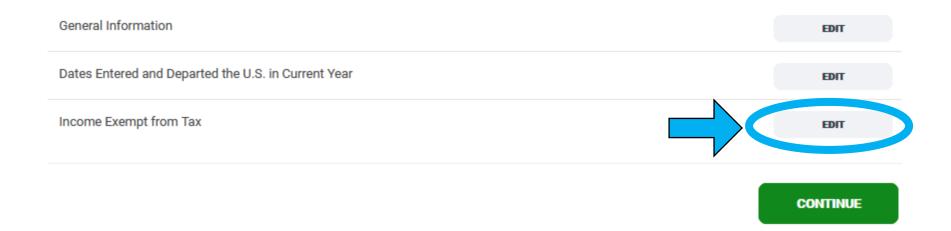
Schedule OI - General Information

General Information

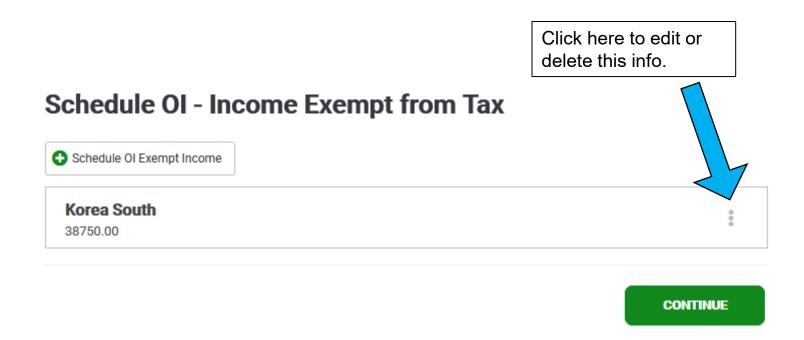


Schedule OI



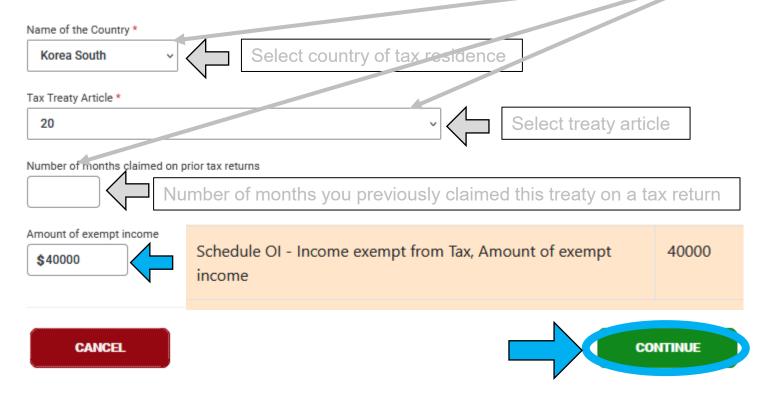


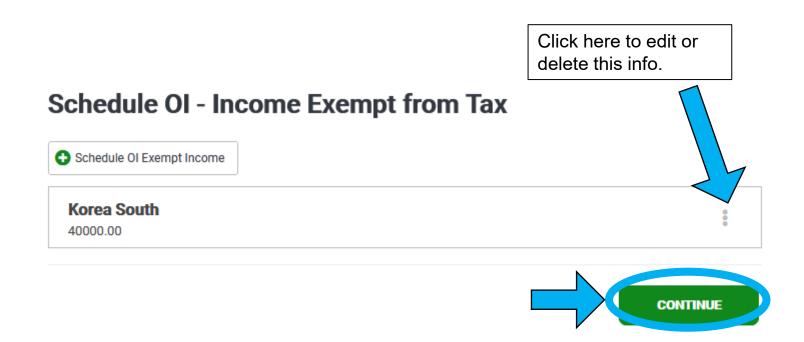
These should already be filled out from completing basic scenario 2.



These should already be filled out from completing basic scenario 2.

Schedule OI - Income Exempt from Tax





Schedule OI



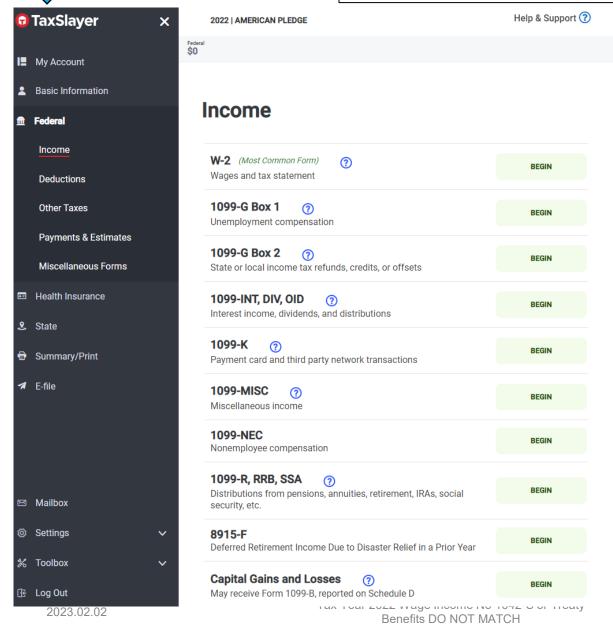
	EDIT
Dates Entered and Departed the U.S. in Current Year	EDIT
Income Exempt from Tax	EDIT



Back to Main Page



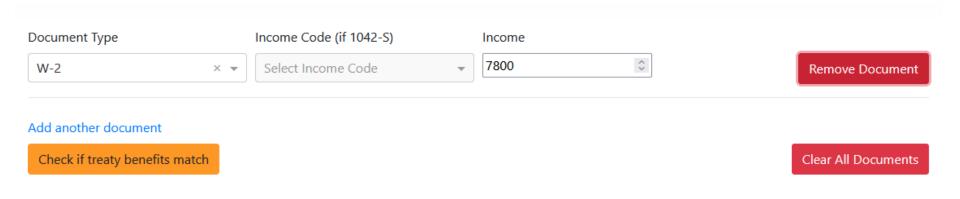
Skip sections 2 & 3 and go to the end.



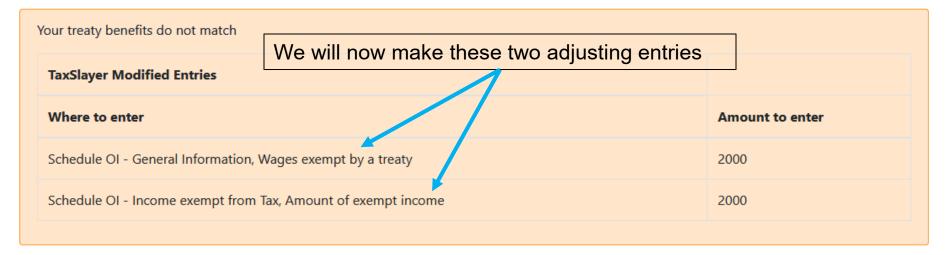
Situation #2:

Entering adjustments in TaxSlayer for when you have a treaty benefit for wages, but you do not receive a 1042-S for wages.

Nick is here as an F-1 student. He never signed his treaty benefits forms with payroll, and so he only received a W-2 for his wages.



Match Status for Wages				
Treaty Information	reaty Information My Information			
Maximum Dollar Amount	Maximum Years in the U.S.	Treaty Article	Income Document Type	Income Amount
			W-2	7800
2000	5	21(1)	Total	7800



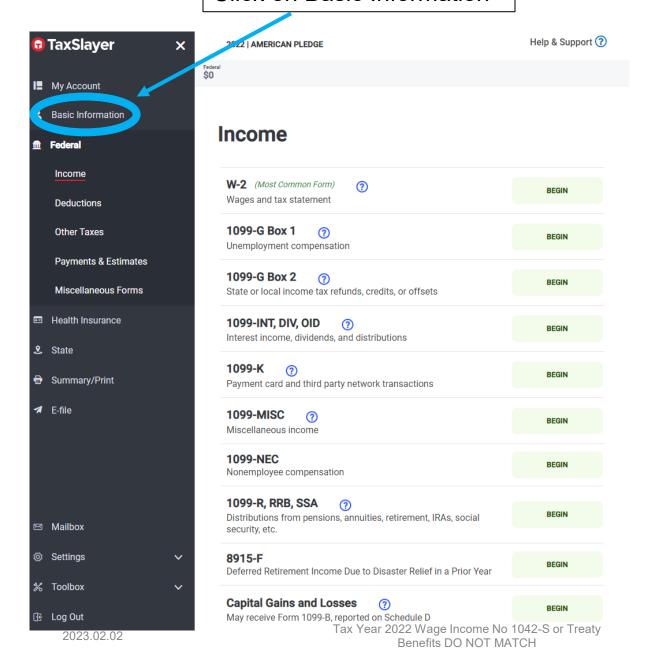
Follow the Basic Scenario 2 guide for entering your income and treaty benefits into TaxSlayer.

After completing Basic Scenario 2, follow the special circumstances guide for Wage Income with No 1042-S, or Your Treaty Benefits DO NOT MATCH

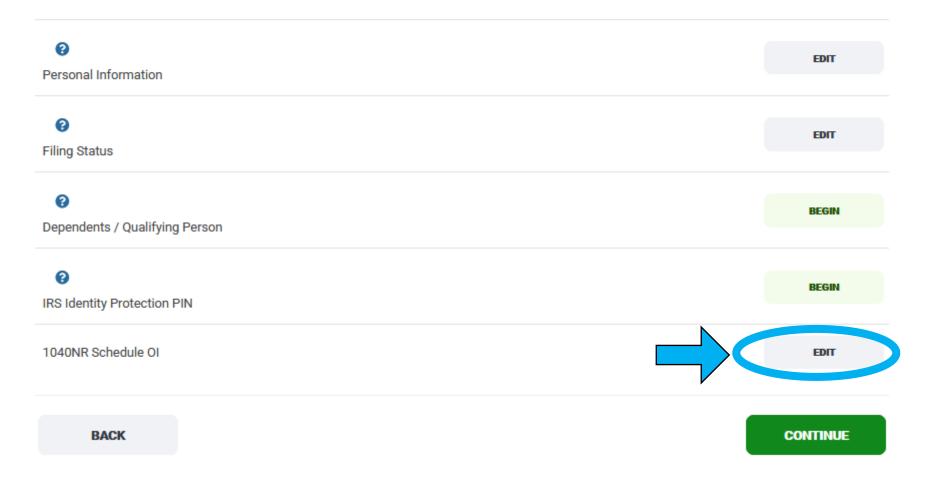
We strongly recommend that you print your results or take screenshots for reference.



Click on Basic Information

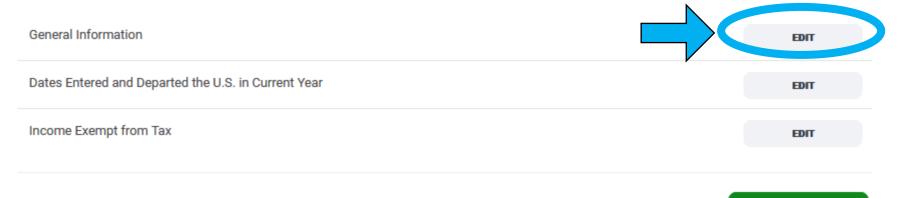


Basic Information



Schedule OI

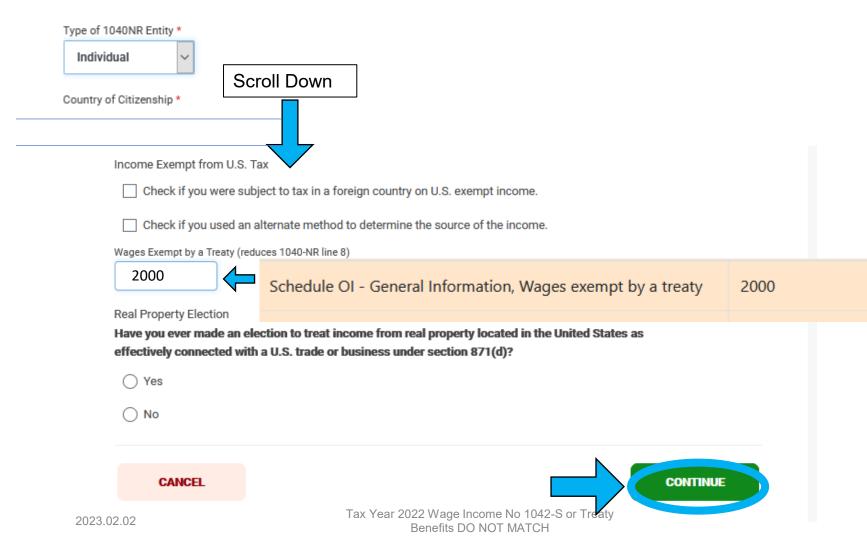




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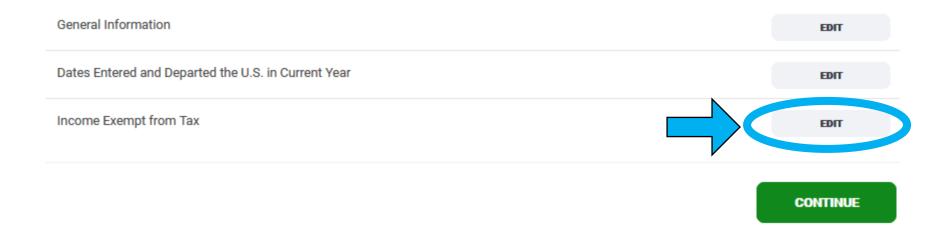
Schedule OI - General Information

General Information



Schedule OI

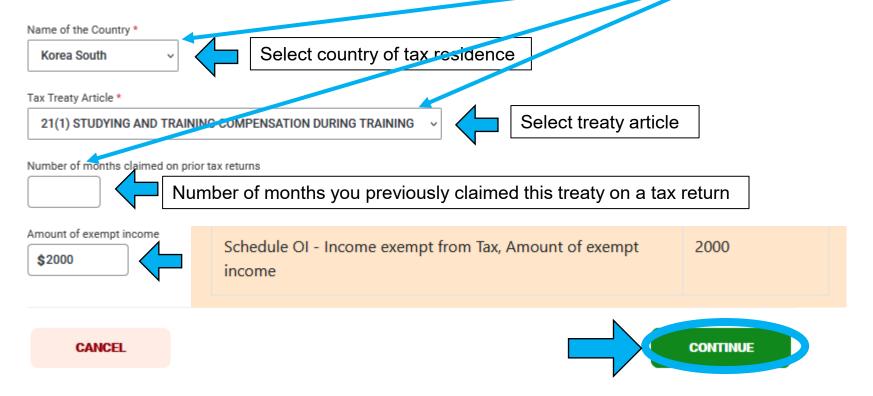


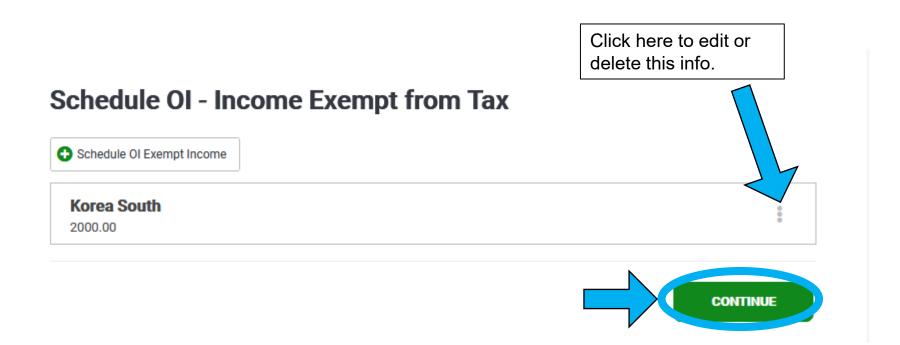


Treaty Information				
Maximum Dollar Amount	Maximum Years in the U.S.	Treaty Article		
2000	5	21(1)		

Fill these out based on information in My Treaty Benefits results.

Schedule OI - Income Exempt from Tax





Schedule OI



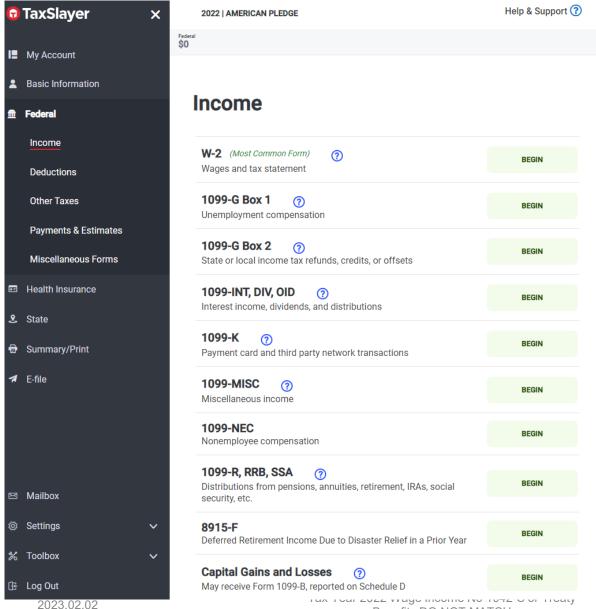
General Information	EDIT
Dates Entered and Departed the U.S. in Current Year	EDIT
Income Exempt from Tax	EDIT



Back to Main Page



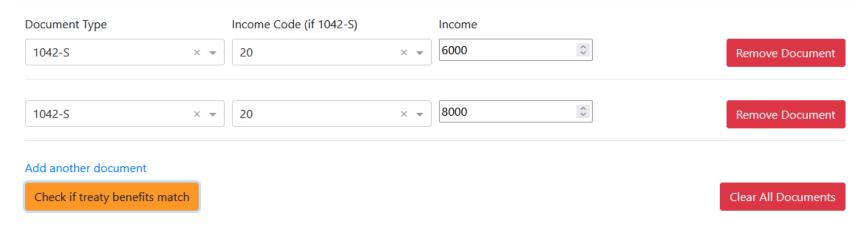
Skip section 3 and go to the end.



Situation #3:

Entering adjustments in TaxSlayer for when you received two 1042-S forms, and together they total more than your treaty benefit.

Birkir is an F-1 student whose country of tax residency is Iceland. He went to school at Michigan State during the spring of 2022, and then transferred to the UofMn for the fall semester. He received a 1042-S form for his wages from working on campus from both schools.



These are the results of his "My Treaty Benefits" worksheet, showing that his benefits do not match

Treaty Information		My Information		
Maximum Dollar Amount	Maximum Years in the U.S.	Treaty Article	Income Document Type	Income Amount
			1042-S	6000
			1042-S	8000
9000	5	19(1)	Total	14000

Your treaty benefits do not match	We will now make these two adju	sting entries
TaxSlayer Modified Entries	1	
Where to enter		Amount to enter
Schedule OI - General Information, V	-5000	
Schedule OI - Income exempt from T	9000	

Follow the Basic Scenario 2 guide for entering your income and treaty benefits into TaxSlayer.

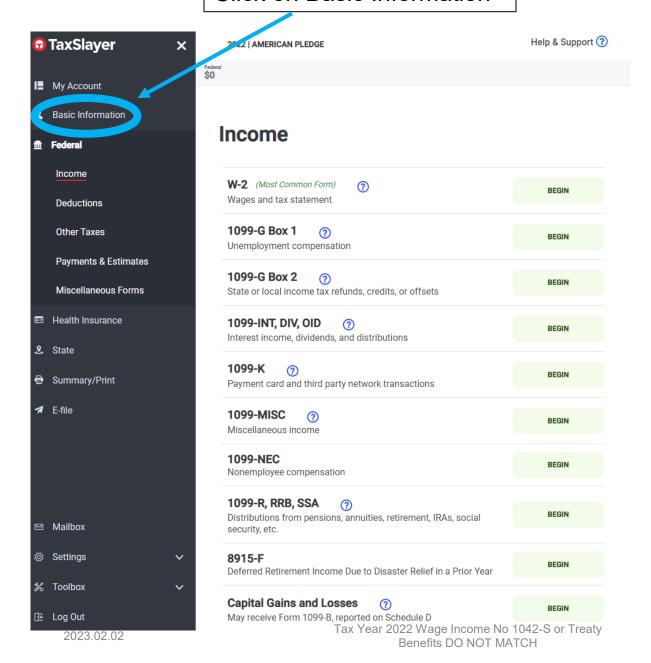
After completing Basic Scenario 2, follow the special circumstances guide for Wage Income with No 1042-S, or Your Treaty Benefits DO NOT MATCH

We strongly recommend that you print your results or take screenshots for reference.



Match Status for Wages

Click on Basic Information



Basic Information



Schedule OI

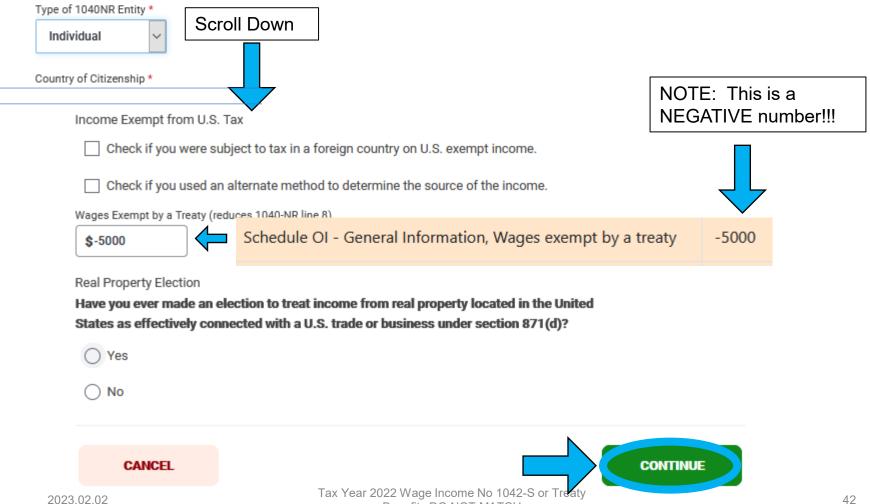




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Schedule OI - General Information

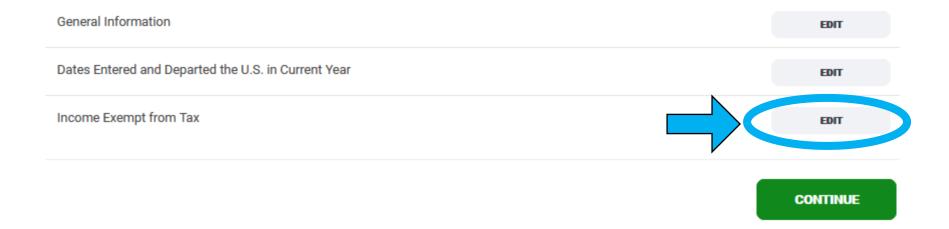
General Information



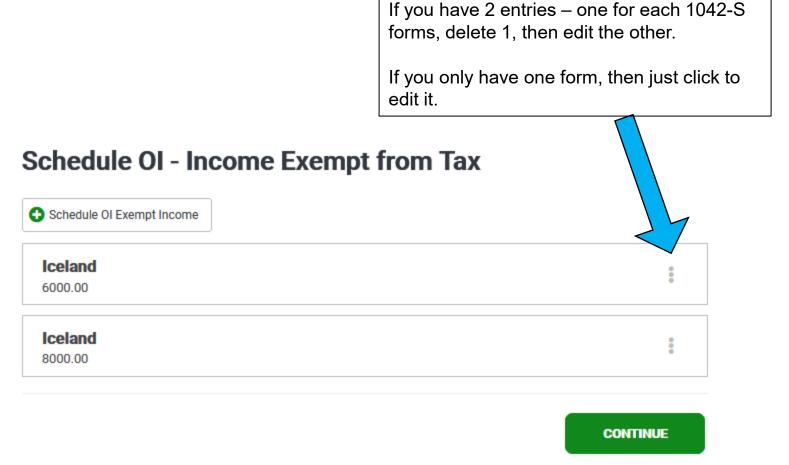
Benefits DO NOT MATCH

Schedule OI



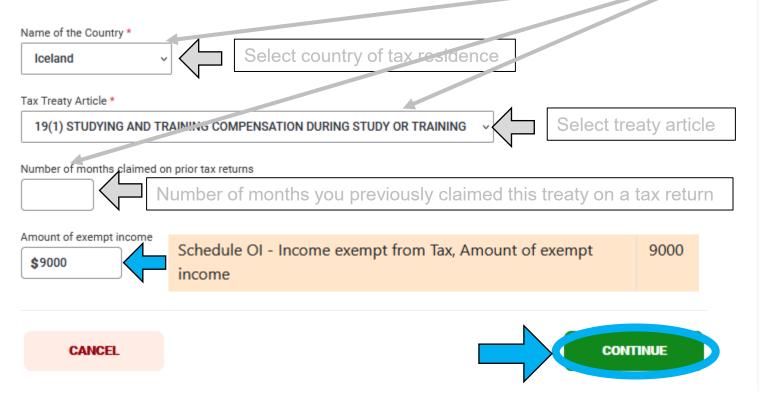


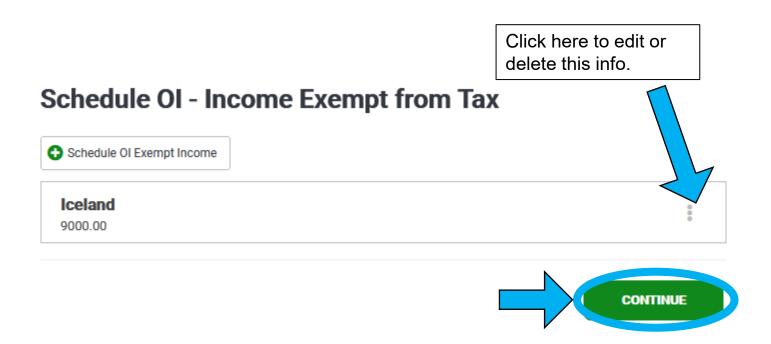
This should already be filled out from completing basic scenario 2.



These should already be filled out from completing basic scenario 2.

Schedule OI - Income Exempt from Tax





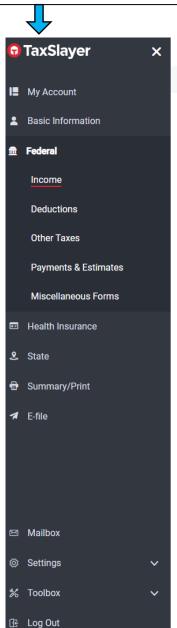
Schedule OI



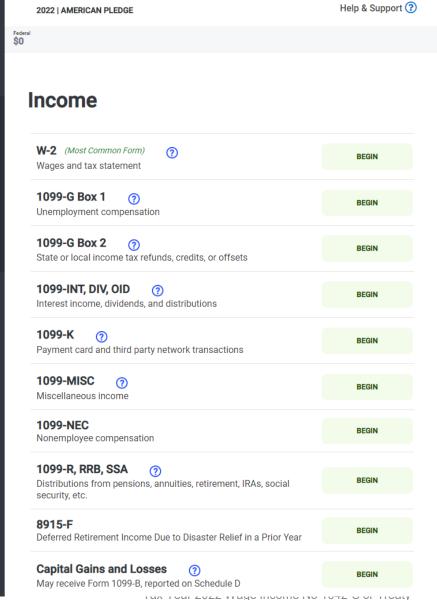
General Information	EDIT
Dates Entered and Departed the U.S. in Current Year	EDIT
Income Exempt from Tax	EDIT



Back to Main Page



2023.02.02



If this is your only or final special circumstances information to enter, go to next slide

If not, save your file, and go to your next special circumstances guide.

Filing instructions guide has been published on the NRVTAP member site

Go to the Step 3 – File Your Return to access the link to this guide to complete your returns and file them with the tax authorities

Congratulations!!!

You have prepared your tax return!