

El objetivo de este manual es ayudarlo a responder las preguntas de los clientes en todas las etapas del proceso de Sprintax. Se incluye una guía paso a paso con la visualización de cada sección que pasarán los clientes. El texto en azul generalmente abre burbujas de información o muestras de cómo se ven los documentos requeridos, los clientes deben pasar el mouse sobre él o hacer clic para activarlo.

Create an account

Los clientes tienen la opción de determinar qué servicio utilizarán antes de registrarse: SprintaxNR o SprintaxNRPro. Se encuentra disponible una lista de opciones para evaluar el producto al que serán dirigidos, los precios también son indicados:

Tenga en cuenta que no es la elección del cliente qué producto comprar. Sprintax determinó esto en función de su tipo de visa.

Which product is the best for you	SprintaxNR	SprintaxNRPro
	Start Now \$35.95 Federal \$25.95 State	Start Now \$49.95 Federal \$29.95 State
International Students	✔	
Internship/Trainee and Work & Travel	✔	
International Teachers/Researchers/Lecturers		✔
Short-term scholars and Research scholars	✔	
Foreign Entertainers/Athletes		✔
Professionals - specialty and non-specialty occupations		✔
Business visitors, Intercompany transferee		✔
Other non-working and non-studying visitors, tourists		✔
Family members of students, scholars and research scholars	✔	
Family members of other visa holders		✔
US Income recipient without US entry visa		✔
Au Pair (J1 Visa)	✔	
Camp Counselors (J1 Visa)	✔	
	Start Now	Start Now

El primer paso es crear una cuenta ingresando su nombre completo, número de teléfono, dirección de correo electrónico válida y elegir y confirmar la contraseña. Tenga en cuenta que los clientes deben aceptar los términos y condiciones de Sprintax y la divulgación de información según la

Sección 7216 del IRC antes de crear una cuenta con Sprintax. Se envía un correo electrónico de confirmación una vez que se abre la cuenta.

The screenshot shows the Sprintax website interface. At the top, the logo 'Sprintax' is followed by navigation links: 'Non-residents', 'Schools', 'Partners', 'What we do', 'About', 'Blog', 'Contact us', and 'Sign In'. The main heading reads 'The online US tax prep solution for international students and scholars'. Below this, five key features are listed: 1. Non-resident federal and state tax preparation, 2. Built-in knowledge of over 350 different types of tax deductions, 3. 65 international tax treaty agreements and exemptions covered, 4. Maximum legal tax refund for federal, state & medicare, and 5. US tax compliancy guaranteed. A paragraph states: 'Sprintax is an easy-to-use system that will guide you through each part of the 1040NR tax return process. Just complete the registration form to get started.' The 'Create an account' form includes fields for 'First Name' (TestTevetomir), 'Last Name' (TestMilanov), 'Country' (Bulgaria (+359)), 'Phone number' (888777666), 'Email' (tmilanov@taxback.com), 'Choose Password', and 'Confirm Password'. There are two checkboxes: 'I agree to the Sprintax terms and conditions' and 'I agree to information disclosure under IRC Section 7216'. A 'Get started' button is present, along with a star rating '(413 reviews)'. On the right, two price boxes show 'FEDERAL from \$35.95' and 'STATE from \$25.95'. A 'Non-resident tax partner of turbo tax' badge is also visible.

El siguiente paso es seleccionar la visa actual y el programa, se proporciona una lista de todas las visas admitidas. El tipo de visa que elijan aquí determinará el tipo de cuenta: SprintaxNR o SprintaxNRPro

Una vez seleccionado, se informa al solicitante de la información que pueden necesitar para preparar su declaración, incluidas, entre otras, las fechas de entrada y salida de los EE. UU., Todos los formularios de ingresos, SSN, información de visa / estado de inmigración, etc. Una ventana emergente si se hacen preguntas frecuentes, nuestros teléfonos de contacto o enlace a nuestra asistente virtual Stacy también están disponibles si los clientes necesitan ayuda.

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Luego, los clientes seleccionan para qué año tributario necesitan una declaración. Una vez seleccionado, se dirigen al primer paso del proceso.

Step 1 – Residency

Los clientes responden preguntas sobre su (s) visita (s) a EE. UU. , este y de años anteriores, país de ciudadanía y residencia antes de ingresar a EE. UU., Es decir, un historial completo de sus viajes a EE. UU.

El progreso en el completado de la declaración comienza a mostrarse en la parte superior y la etapa actual en la que se encuentra el cliente aparece a la izquierda.

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Step 1 - Residency

Residency status

- Have you been a US citizen, by birth or naturalization, on the last day of 2018? Yes No
- Have you ever been a green card holder? Yes No
- Have you ever applied for US citizenship/ lawful residence? Yes No

Visiting the US

- Were you in the US during the 2018 tax year? Yes No
- When was your first visit to the US?
- Are you still in the US? Yes No

NOTE: Your residency status is determined by the complete history of all your visits to the US including any visits as a student, trainee, tourist and all other entries to the US from 1986 onwards.

Please provide details below of all your visits to the US starting from 2018.

[+ add visit](#)

Visa type/Visitor status	Entered US on	Intention to Leave US on
J1 - Summer Work and Travel	05/10/2018	09/03/2018

NOTE: Please enter your Visitor Status from your I-20 or DS-2019 in the field above. For more information on your visa or status, [click here](#).

NOTE: If you're still in the US you can enter your visa expiry date

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Step 1 - Residency

Please provide details of your current US visa.

Visa Details

Visa type	J1 - Summer Work and Trav
Visa issue date	04/30/2018
Visa expiry date	09/04/2018
Date you first entered the US	05/10/2018
Approximate date you permanently left / intend to permanently leave the US.	09/03/2018
Country of Citizenship	Bulgaria ▼
Country of Residence before you entered the US	Bulgaria ▼
Have you changed your visa during 2018?	Yes <input type="radio"/> No <input checked="" type="radio"/>

Step 2 - Getting to know you

Los clientes completan sus datos personales, incluyendo el nombre, la dirección de su casa y de EE.UU., Fecha de nacimiento, SSN, cónyuge, ocupación, etc. Algunos de los detalles pueden ser completados automáticamente en función de sus respuestas en los pasos anteriores.

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Step 2 - Getting to know you

Please note that the Sprintax system only accepts English / Latin alphabet letters.

About you

First name	TestTsvetomir
Middle name	S
Last Name	TestMilanov
Occupation type	Summer Work & Travel ▼
Occupation	Work and Travel
Date of Birth	08/08/1980
Did you have US income (wages, scholarships, or other payments) in 2018	Yes <input checked="" type="radio"/> No <input type="radio"/>
Do you have a US tax identification number (ITIN/SSN)?	Yes <input checked="" type="radio"/> No <input type="radio"/> 123-11-5555

NOTE: Occupation is your principal activity in the US such as student, teacher, trainee; or your official designation as employed or self-employed if you have an occupation such as doctor, manager, engineer, etc.

Nota: en esta etapa, los clientes también deben elegir la dirección que aparecerá en la (s) declaración (s), y se utilizará para la correspondencia y cualquier cheque de reembolso - EE. UU. O Domicilio.

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Please note that the Sprintax system only accepts English / Latin alphabet letters.

Your Address

US Address	Home Address (outside the US)
<input type="text" value="asdaddada"/>	<input type="text" value="ffffddddd"/>
<input type="text" value="13"/>	<input type="text" value="ggggffsdf"/>
<input type="text" value="Chicago"/>	<input type="text" value="Varna"/>
<input type="text" value="Illinois"/> ▼	<input type="text" value="United States"/> ▼
<input type="text" value="60606"/>	<input type="text" value="9001"/>

Choose the address which will appear on the return(s), and will be used for correspondence and any refund check:

- US Address
 Home Address (outside the US)

Passport

Passport issued by

 ▼

Phone number

<input type="text" value="United States (+1)"/> ▼	<input type="text" value="8885551247"/>	<input type="text" value="Bulgaria (+359)"/> ▼	<input type="text" value="888777666"/>
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Please note that the Sprintax system only accepts English / Latin alphabet letters.

Marital Status

Can you be claimed as a dependent on someone else's US tax return? Yes No

Were you married on the last day of 2018? Yes No

<input type="text" value="Firstname"/>	<input type="text" value="M."/>	<input type="text" value="Surname"/>
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Spouse's date of birth

Does your spouse have a US Tax ID number (SSN / ITIN)? Yes No

Step 3 - Let's talk money

Los clientes ingresan la información de cualquier documento de pago final que hayan recibido en los Estados Unidos. Se recomienda a los clientes que no combinen información de diferentes formularios e ingresen cada formulario por separado mediante el botón "Agregar documento".

Los clientes responden preguntas si pagaron los impuestos del Seguro Social y Medicare (opción para un reclamo de FICA); si tenían otro ingreso y de qué tipo fue (si Sprintax no admite el tipo de ingreso, se les informa que su declaración debe prepararse fuera de línea y un miembro de nuestro equipo se comunicará con ellos); también se les pregunta si se solicitó una extensión o una declaración de impuestos anterior para el mismo año fiscal.

Nota: la opción disponible para el año fiscal actual es solo el recibo de sueldo final. Una vez que se ingresan los detalles, los clientes confirman que este es el recibo de sueldo final a través de un botón de verificación.

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Step 3 - Let's talk money

Income Documents received in 2018

Tell us about what income documents you received in 2018.

- For each unique form that you received select "+add document" to enter the information into the system.
- If you have received a form with multiple identical copies from one employer, please treat it as one form.
- You may enter as many of each different form as necessary.
- DO NOT combine information from different forms, enter each form separately.

[+ add document](#)

Income document type	Quantity
Final payslip	1

Final Payslip

Select employer type

Employer Details

Payslip Dates

Pay Period Begin Date

Pay Period End Date

Payment Date

I confirm this is the final cumulative payslip issued by this employer.

Earnings and Taxes

Total Gross Pay - Year to Date Amount	<input type="text" value="5500"/>
Federal Income Tax (FIT) Withheld - Year to Date Amount	<input type="text" value="652"/>
State Income Tax (SIT) Withheld - Year to Date Amount	<input type="text" value="185"/>
Locality	<input type="text"/>
Local Income Tax (LIT) Withheld - Year to Date Amount	<input type="text"/>
Social Security Tax - Year to Date Amount	<input type="text" value="324"/>
Medicare Tax - Year to Date Amount	<input type="text" value="118"/>

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Social Security & Medicare Tax

NOTE: You must first contact your employer(s) and request a refund directly from them. Give your employer(s) 1 month to respond to your request for FICA refund. If your employer(s) does not refund this to you, then continue with steps below to submit your FICA tax claim to the Internal Revenue Service. This will do not affect your federal and state tax filing process.

Do you have a copy of your [paper](#) or [electronic](#) I-94? If so, please mark Yes. Yes No

zzzzzzz bank,

Would you like me to get it back for you? Yes No

In case the customers have received any other income that they do not hold a document for, they can still enter the information in the section – “Income not reported elsewhere”

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Income not reported elsewhere

Did you receive any other income from US sources not reported on the W-2, 1042-S or any other payment documents which you have not entered yet? Yes No

[add not reported income](#)

What type of income did you receive?	Amount	Type of Service/ Entity/ None	Employer Name	Employer EIN	State abbreviation	Locality name
Prize/Award	500		MGM Casino	44-8888888	NV	Locality Name

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Other taxes and payments

Did you make any [estimated tax payments](#) during 2018 which you paid directly to IRS yourself and not through your employer? Yes No

Did you make any estimated tax payments to the state tax office during 2018 which you paid yourself and not through your employer? Yes No

Did you file any forms requesting an extension to file a tax return with IRS? Yes No

Did you file any forms requesting an extension to file a tax return with the State Tax office? Yes No

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Previous US tax returns

Have you filed a US federal tax return before? Yes No

Have you filed a state tax return before? Yes No

Step 4 - Offset your expenses

Los clientes pueden proporcionar detalles de cualquier gasto incurrido durante el año fiscal, como contribuciones caritativas;

Nota: Se recomienda a los clientes que guarden todos los recibos de gastos en caso de una auditoría.

Nota: Los participantes J1 Work and Travel solo pueden reclamar las donaciones de caridad como deducciones

Step 5 - About your college

En caso de que Sprintax determine que este paso no es relevante (según la visa de los clientes y el tipo de programa, no aplicable a la mayoría de los titulares de la visa J), se selecciona automáticamente como completado y los clientes omiten este paso.

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Step 6 - State taxes

Transferring your data

Transferring all your info
to your state return ...

Step 6 - State taxes

El paso comienza transfiriendo la información completada hasta ahora a la declaración ESTATAL de los clientes. Se les pide a los clientes que proporcionen detalles de cada estado en el que vivieron durante 2018 (o el año en que hayan trabajado), incluida información sobre el tiempo que estuvieron fuera de EE. UU. Durante el año fiscal.

Entry date	Exit date	State	Type of accomodation	Type of visit
01/01/2018	05/09/2018	Outside US	Own Home	Perman
05/10/2018	09/03/2018	Illinois	Leased by you or your em	Tempora
09/04/2018	12/31/2018	Outside US	Own Home	Perman

Después de completar la información, se les presenta a los clientes una lista de las declaraciones de impuestos estatales que necesitan presentar.

We have reviewed your information and found that you need to file the following tax return/s:

Select the State Tax Return/s you would like to file

Illinois

If you have an access code you can enter it later on the order review page.

Las preguntas específicas con respecto a cada reclamo ESTATAL que necesitan presentar pueden hacerse en un paso separado.

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Non-resident questions

Did you have any [taxable purchases](#) made over the Internet, through toll-free numbers, from mail order catalogs and from out-of-state locations, or any other occasion where use tax was not charged and collected by the seller? Yes No

Have you already filed a Form ST-44 for this tax year? Yes No

Do you have receipts or do you know the actual amount of these purchases? Yes No

Write the total cost of [qualifying food, non-prescription drugs, and medical appliances](#) you purchased to use in Illinois on which you did not pay the required amount of Illinois Use Tax.

Enter the total cost of [general merchandise](#) you purchased to use in Illinois on which you did not pay required amount of Illinois Use Tax, including shipping and handling.

Sales/use taxes on any of the amounts included above you have already paid in another state (not other country).

Step 7 - Let's review the numbers

Esta es la etapa en la que los clientes reciben un resumen de todos sus ingresos, impuestos, deducciones y gastos que han ingresado. También se les da el cálculo de federales y estatales: si se debe un reembolso o un tienen un pago insuficiente.

Una vez que revisan la información, se solicita a los clientes una confirmación final de que toda la información que han proporcionado es correcta y que han incluido/tienen disponibles todos los documentos de ingresos. Si consideran que se necesitan correcciones o hay algo que agregar, los clientes pueden regresar y agregar la información.

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Let's review the numbers

Federal	IL
Federal income and tax summary:	
This is a summary of all the income, tax, deductions and expenses that you have entered and the balance at the end of your federal tax return.	
Gross Income	
Income you get taxed on (more)	\$6,000.00
FDAP income Schedule NEC	
Income not effectively connected:	\$0.00
Capital gains income/loss	\$0.00
Income exempt by a tax treaty	\$0.00
Deductions & Expenses	
Adjustments (more)	\$245.00
Deductions (more)	
Taxable income	\$5,755.00
Taxes	
Tax liability & Credits (more)	\$576.00
Total tax paid (more)	\$652.00
Federal Tax Refund / Tax Owed	
Your refund	= \$76.00

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Let's review the numbers

Federal	IL
Illinois state income and tax summary:	
This is a summary of all your Illinois income and taxes, deductions and expenses that you have entered, and balance at the end of your Illinois state tax return.	
A. Illinois Income	
Gross income	\$5,500.00
I. Income you get taxed on (more)	\$5,500.00
II. What we can deduct (more)	\$1,994.00
III. Final amount that's taxed (more)	\$3,506.00
B. Illinois Tax Liability	
I. Illinois Tax (more)	\$153.00
II. Final Illinois Net tax	\$153.00
C. Illinois tax paid	
I. Illinois tax you already paid (more)	\$185.00
D. Tax Refund / Tax Owed	
I. Your refund	\$32.00

Según el ESTADO específico, a los clientes se les puede informar que su declaración estatal se preparará offline (es cuando la declaración estatal es preparada por nuestros expertos, y unos días después es enviada al correo del cliente):

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[FAQ](#)

Please note that some of the state tax returns are prepared by our tax specialists so please allow a couple of days for processing.

If you are due a state tax refund, how would you like to receive it?

Your state refund check will be mailed to the correspondence address you provided: fffddddd, gggffsdf, Varna, United States, 9001

If you owe state tax, how would you like to pay it?

Ok. We will provide you with instructions of how to pay your tax in your taxes application pack.

Luego, los clientes eligen cómo les gustaría recibir sus reembolsos federales y / o estatales o cómo pagar su obligación tributaria.

Post-filing service (Tax return insurance)

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Insurance

During the process of having your application reviewed by the relevant tax office we understand that in some cases you might be required to send additional information to the tax authorities or call those over the phone which in most cases is quite time consuming.

As a result we offer you to make an insurance for just \$9.95 where if any further communication with any tax authorities is needed, this will be handled by our tax professionals who will be discussing your case with the tax authorities on your behalf and also acting in your best interest so that any obstacles are overcome sooner.

Please, note that this same service will be available to you at a later stage as well, however for a fee of \$34.95 so you better order it now.

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Una vez que el cliente completa los detalles de su cuenta bancaria personal se le da la opción de comprar un servicio adicional: *seguro de devolución de impuestos – tax return insurance*. Esto cubrirá la solicitud de impuestos federales y estatales del cliente en caso de que las autoridades fiscales no los procesen a tiempo o envíen una carta solicitando información adicional.

Si eligen comprar el servicio, se les dará la opción de descargar todas los PoAs relevantes: Formulario 8821, Autorización federal y Poder estatal. Después de la descarga, las PoAs deben imprimirse, firmarse y fecharse, y cargarse nuevamente en la cuenta.

También podrán cargar cualquier correspondencia que hayan recibido de la (s) oficina (s) de impuestos.

La tarifa del insurance es de \$ 14.95 si se compra junto con la (s) declaración (s) de impuestos. Este mismo servicio también estará disponible en una etapa posterior, sin embargo, por una tarifa de \$34.95 (si se necesita más comunicación con las autoridades fiscales en una etapa posterior).

Step 8 - Let's review your order

Este es el paso en el que los clientes reciben un desglose de todos los servicios / declaraciones por los que optaron y una factura detallada de la tarifa a pagar. También pueden insertar aquí cualquier código de acceso para tarifas con descuento.



Guaranteed 100% accurate

Federal Return	Includes: 1040 NR / 1040 NR EZ Scholarship and fellowship grants Employment income Tax Treaty exemptions (more)	\$ 35.95
State Return (Illinois)	Includes: Tax credits Exemptions and deductions Data transferred from federal tax return.	\$ 29.95 Remove
Cheque processing service	Includes: Sprintax will receive your refund cheque at our office address, cash it, and send the refund to your bank account.	\$ 25.00 Remove
Insert access code here	If your International Student Office has given you a code to access Sprintax please enter it here.	<input type="text" value="Access code"/> <input type="button" value="Validate"/>

Total **\$ 90.90**

Después de presionar NEXT, los clientes pueden pagar con su tarjeta de crédito o débito.

Una vez que se realiza el pago, los clientes obtienen una solicitud de confirmación finalizada y una opción para obtener sus declaraciones de impuestos.

[Generate packs](#)

También se envía a los clientes un correo electrónico que confirma la finalización del proceso y los próximos pasos que deben seguir (firmar las declaraciones y enviarlas por correo a las oficinas de impuestos). Los clientes pueden iniciar sesión en sus cuentas y hacer clic en 'Download Taxpack' para ver los paquetes de impuestos generados en cualquier momento.

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 - Payment
 - You're done

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Well done

Now you're ready to submit your 2019 US tax return.

You're ready to print and sign your tax return.

Next steps:

1. Download your tax returns:
 - Federal Tax Return** [Download](#) [View](#)
2. Read the instructions on the PDF(s) with your tax forms
3. Print, sign, and date all forms
4. Post each form to the address stated in the instructions enclosed in the return by July 15th

Please note: Some state tax returns are prepared by our tax experts in person. Please allow a couple of days to receive them. You'll receive an email notification once your state tax return(s) is uploaded in your Sprintax online account so you can print, sign, date and send it to the relevant tax department as stated in the instructions.

You can review your completed tax return(s) at any time by clicking the "Download Return" button from the drop-down in the top right corner.

