

## International Tax Assistance Program (I-TAP)

International Student Life (ISL) at the University of Georgia (UGA) has provided tax assistance since 2000. We are the only program on campus that is VITA trained by the IRS specifically for non-resident tax issues. The International Tax Assistance Program (I-TAP) offers free tax preparation and filing advice for international students on non-resident tax issues.

### UGA I-TAP Services for the 2008 Tax Season

- CINTAX Software On-line (includes Federal forms 8843, 1040NR, 1040NR-EZ)
- Tax Workshops and Walk-In Sessions
- Individual Appointments to help with the GA State form with the ISL Tax Team

### Who Qualifies for I-TAP Services

- If you are a UGA International Student (or their dependent) you may use all I-TAP Services (CINTAX, ISL Workshops, Appointments for the Georgia State form, etc.).
- UGA International Students and Scholars / Researchers are eligible to use the CINTAX software.

### Where to Begin the Process

First complete your FEDERAL forms using STEP ONE. If necessary, then complete your STATE forms using STEP TWO.

### Documents Needed for Appointments and/or Workshops

- W-2s for the 2007 tax year
- 1099(s) for the 2007 tax year (if applicable)
- 1042-S for the 2007 tax year (if applicable)
- Passport and Visa
- Exact dates in the U.S. in the last 6 years
- Social Security or ITIN (individual tax I.D. number)
- Previous year(s) form(s) if applicable
- After completing your 2008 federal tax forms, bring a copy to receive help with your 2008 state tax forms

International Student Life is a part of the Department of Intercultural Affairs a Unit within the Division of Student Affairs at the University of Georgia



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# International Tax Assistance Program 2008

*International Student & Scholar tax help!*

  
*International Student Life*

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isltax@uga.edu

[www.uga.edu/isl](http://www.uga.edu/isl)

## CINTAX Software Directions

### 1) Do the following BEFORE starting the process:

- Email [taxpass@uga.edu](mailto:taxpass@uga.edu) from your UGA email address to get the CINTAX password.
- Make sure you have all the documents needed

### 2) Visit <http://www.cintax.us/>

- Click on the CINTAX Logo. Read the instructions and click on the login button.
- Create your own User ID and type in the password you received by emailing [taxpass@uga.edu](mailto:taxpass@uga.edu)
- Enter your email address
- Write down the User ID and email address you used for this process.
- Print the federal forms and mail them to the IRS using the address provided. Keep a copy of the federal forms, so that they can be used to assist you with the Georgia State Form.
- Look at "STEP TWO" or contact ISL to get help completing the state tax forms.

### CINTAX Sponsorship:

*CINTAX is provided by International Student Life with additional support from the Office of International Education at The University of Georgia.*

## IMPORTANT REMINDERS

- 1. All International Students MUST file tax paperwork.** It is required by U.S. federal law. You must file even if you did not work in 2007.
- 2. Do NOT copy your friend's tax paperwork** even if your friend is from the same country, since every person's situation is different. Come get help at ISL to be sure.
- 3. Spouses and Children living in the U.S.** Non-resident dependents living in the U.S. with you must also file tax paperwork.
- 4. ONLY use CINTAX software,** or seek assistance from people trained with non-resident taxes.

**Remember:** First complete your FEDERAL forms, and then complete your STATE forms if needed. ISL offers FREE help for both the federal and state tax forms.

## STEP ONE

### Complete The Federal Forms

(Choose one of the following options)

**A** **CINTAX Software** is a web-based tax return preparation system designed for international students, scholars, teachers, researchers, trainees, and their dependents who are nonresident aliens. The program is used for U.S. federal tax returns. \*Refer to the directions for CINTAX provided in this brochure.

**B** **8843 Workshop** (*For International students and dependents who **did NOT** work in 2007.* Attend this workshop if you DID NOT work and DID NOT use CINTAX already to complete the 8843 form. This workshop will help international students (and their dependents) who did not work in 2007. It will occur on Tuesday, March 3, 2008, at 4:30 PM in the SLC, Rm. 171.

### 1040NR & 1040NR-EZ Forms

Individuals who are filing the 1040NR or 1040NR-EZ federal forms must ALSO file a state tax form. If you ONLY have to file the 8843 form, because you did not work in 2007 you do not need to file state forms. \*See STEP TWO for more information on how to complete the Georgia State tax form.

### Mailing in your Forms

After completing your Federal and State forms (if needed) you will need to keep a copy for your records and mail the forms BEFORE April 15, 2008. The Federal and State forms will be mailed to different addresses, which you can locate on the tax forms.

## STEP TWO

### Complete The Georgia State Forms

(Choose one of the following options)

**A** **GA 500 Weekend Workshop** – *Open to International Students only.* Assistance with the Georgia state form **only** will be provided. Please note: this is a walk-in session and students will be served on a first-come, first-served basis. **You must have completed your federal forms prior to attending the workshop.** The workshop will occur Sunday, April 6, 2008, from 11:30 AM to 2:30 PM in the Memorial Hall Ballroom.

**B** **Coffee Hour Walk-Ins** – *Open to International Students only for the Georgia State form.* Please note: this is a walk-in session and students will be served on a first-come, first-served basis. **This workshop is only for students who will be filing a 1040NR-EZ form. If you are filing the 1040NR you will need to make an individual appointment.** You must have completed your federal forms prior to attending the walk-in session. The walk-ins will occur every Friday beginning February 15 through March 24 (excluding Spring Break - March 14) Assistance will be from 11:30 AM to 1:00 PM in the Memorial Hall Ballroom.

**C** **Individual Tax Appointments** – *Open to International Students only for the Georgia STATE form.* If you are filing the 1040NR (federal form), please indicate that when you ask for an appointment. To request an individual appointment e-mail [isltax@uga.edu](mailto:isltax@uga.edu). Individual tax appointments are for UGA students to receive assistance with the Georgia State tax form ONLY. **You MUST have completed the federal forms (1040NR or 1040NR-EZ) before scheduling an individual tax appointment.** To complete the federal forms, refer to the CINTAX directions to complete your federal forms.

## Questions/Help

(E-mail from your UGA e-mail)

- **CINTAX Password:** [taxpass@uga.edu](mailto:taxpass@uga.edu)
- **General Tax Questions:** [isltax@uga.edu](mailto:isltax@uga.edu)