



Efficient, effective, easy - that's Sprintax!

## THE ONLINE IRS FEDERAL AND STATE TAX PREPARATION SOLUTION FOR INTERNATIONAL STUDENTS AND SCHOLARS IN THE US

Sprintax is an easy-to-use system that will guide you through each part of the tax return process

### How do I get started with Sprintax?

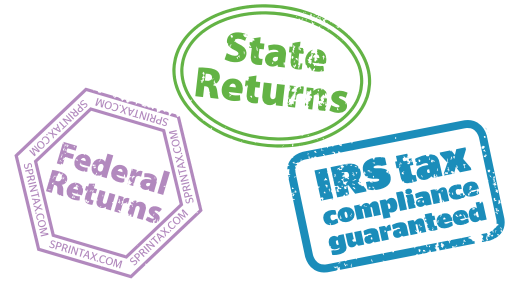
#### All you have to do to get started is:

- Create a Sprintax account or log into your existing account (if you already have one)
- Answer some simple questions
- If you have received a University access code or Sprintax discount code, enter it in the "review your order" section
- Please note that some State Tax return(s) are prepared by our tax experts in person. Please allow up to 3 days
- Download and print your tax return(s)
- Sign and send the forms to the relevant tax department as per instructions enclosed.



**Get Started**





### What documents and information I might need to have available to fill my tax return?

- Passport or other valid photo ID
- US Entry and Exit Dates for current and all past visits to the US
- All tax forms, including Forms W-2, 1042-S and/or 1099 - if you received them
- Visa/Immigration Status information, including Form DS-2019 (for J visa holders) or Form I-20 (for F visa holders)
- Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN)  
If you do not have an ITIN, Sprintax still can help you!
- If you are using Sprintax for State Tax Return(s) preparation only you will need a copy of your already prepared Federal Tax return

### How long can I access my Sprintax online account for?

You can access your online account any time you like and if you choose to use our service in subsequent tax years, you can still access the same account.

### Where I can enter my university access code (discount code)?

Simply enter the code on the Sprintax 'Review Your Order' page to get your discount. You must have a different access code for each tax year and each code can only be used once. You may be able to get another discount code from your educational institution.

### How can I get help?

Stacy is always here to help! Ask her anything via our [online chat system](#), call us for free on 1-866-601-5695 or email us at [hello@sprintax.com](mailto:hello@sprintax.com). Tell your friends about us and you could get \$10 commission for every friend who become a paying Sprintax customer\*. Learn more for our Tell a Friend scheme on our website.

## TOP TAX TIPS

- Received a special link to Sprintax from your university? Use it!
- Forgot your password? Reset it by clicking "Forgot your password" and follow the instructions.
- Make sure you use a valid and current email address. If you forget your password, a reset password email will be sent to the email address you gave us, so if you can't access it... uh oh!
- Make sure that you have all payment documents for the tax year you're applying for.
- If you need to reprint or modify your tax return, simply access your online account at [sprintax.com](http://sprintax.com).

**Do not create a new account!**

\*We do not sell or share your email address or any of your information with any third party.