

Welcome and thank you for your attendance at this tax workshop sponsored by
International Student and Scholar Services!

Federal Income Taxes must be filed by Monday 04/16/07.

State and City are due by Sunday, 04/15/07.

1. Be sure to sign in at the door. If you did not RSVP for this session, you may participate in this session but may not use a computer until one is free.
2. Direct your browser to www.cintax.us and
 - a. login in using your personal password (if you have already accessed the CINTAX software)
or
 - b. using Kent's password that you just purchased (and then you will create your own personal login and password).
3. Retrieve all of your tax paperwork W-2(s), Form 1042S, etc. as well as your passport, Form I-20, Form I-94 (white card in passport).
4. Begin working through the software, entering the information it asks **as completely as possible**.
 - a. Estimated date of departure – use the current listed end-date of your I-20.
 - b. CINTAX will determine if you are a Non-resident Alien or a Resident Alien for tax purposes. **This designation is NOT the same as that used by US Citizenship and Immigration Services.**
Non-resident aliens are eligible to file using the CINTAX software.
Resident aliens are not eligible to file using the CINTAX software.
Generally, you will be a resident alien student if you have been here for ANY part of MORE THAN five calendar years or a resident alien scholar if you have been here for ANY part of MORE THAN two of the last six calendar years.
 - c. CINTAX will then ask you questions about your citizenship, which tax forms you received, what they said, applicable tax treaties, other questions about taxes, marital status, and your Social Security Number. Enter this information completely and accurately.
 - d. Enter your current mailing address. If you will be moving, you may use our office:
c/o Int'l Student & Scholar Services
106 Van Campen Hall, ISSS / Kent State University / Kent, OH 44242
 - e. Enter your permanent foreign mailing address (in your home country).
 - f. Enter the name of the director of the academic program. If the IRS contacts Kent to confirm that you are a student, this is the person they will talk to. You may enter my information here if you wish.

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106 Van Campen Hall, ISSS/P.O. Box 5190
Kent, OH 44242

- g. On the question, “During the tax year 2006, did you apply for, or take other affirmative steps to apply for, lawful permanent resident status in the U.S. or have an application pending to change your status to that of a lawful permanent resident of the U.S.?” filing for the Green Card Lottery **does not count**.
You must only answer “yes” if Form I-485 has been filed for you.
 - h. Enter as accurately as possible your US entry and exit dates during 2006. If you left in late 2006 and did not re-enter until 2007, indicate the date in 2007 of re-entry.
 - i. If you claimed a tax treaty on a past tax return (2004 or earlier), it would be listed under item “J” on Form 1040NR-EZ or item “M” on Form 1040NR.
 - j. CINTAX will then notify you of your tax liability or tax refund.
5. Once data collection is completed, the program will prepare all of the documents you need to mail to the Internal Revenue Service (IRS). Save your progress here and login later to print the documents. **This lab does not have printer access.**
6. BE SURE TO MAKE COPIES OF ALL DOCUMENTS YOU SUBMIT FOR TAX PURPOSES. YOU WILL NEED THEM IN THE FUTURE!
7. If you have an SSN or ITIN, all forms 1040NR or 1040NR-EZ must be sent to:
**Internal Revenue Service Center
Austin, TX 73301-0215**
- If you **do not currently have a social security number or ITIN** and have not yet applied for a social security number or ITIN, mail Form 1040NR or 1040NR-EZ to:
**Internal Revenue Service
Austin Service Center
ITIN Operations
P.O. Box 149342
Austin, TX 78714-9342**
- NOTE: If filing as a resident (Form 1040, 1040A, 1040EZ) the mailing address will be based on your physical address and will NOT be the address listed above. Check for this on www.irs.gov.
8. When you mail in your 1040NR or 1040NR-EZ, be sure to attach all pertinent tax forms (W-2, 1042S, etc.) and/or payment, as necessary.
9. Filing Ohio State tax may be completed online. Visit <http://www.tax.ohio.gov/> or http://www.tax.ohio.gov/divisions/ohio_individual/individual/index.stm for info.
10. Information about filing Kent City Income tax is available online at http://www.kentohio.org/dep/incom_tax.asp
11. Tax preparation assistance on my website:
http://www.personal.kent.edu/~mhughes5/tax_preparation_information.htm

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