

# Tax Responsibilities for International Students

SAIC International Affairs  
International Student Services  
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All F and J students who were present in the United States during 2022 are required to submit a tax return to the Internal Revenue Service (IRS) and potentially the state of Illinois. **Those who were present in the U.S. during 2022 but did not earn income are still required to submit at least one tax form.**

*The IRS and Illinois deadline to submit 2022 tax forms is **April 18, 2023.***

International Affairs has put together the following document to outline your basic tax filing responsibilities and provide you with valuable resources to meet them. However, please note that this document does not constitute professional tax advice. **SAIC International Affairs staff are not tax experts and therefore cannot, by law, answer specific tax questions or help you prepare your tax forms.** Ultimately, it is your responsibility to meet your U.S. tax obligations and to do so accurately.

## Who must file a tax return?

- All F and J students who were present in the U.S. during 2022.
- All F-2 and J-2 spouses/children who were present in the U.S. in 2022.
- *If you were NOT physically present in the U.S. during 2022 you do not need to file a tax return this year!*

## Why should I file a tax return?

- To properly maintain your F or J status.
- To comply with IRS and Illinois state law.
- To support public libraries, parks, education, research, and other items the government funds.
- To possibly get a refund of some of the taxes you have already paid!

## How do I file my tax return?

- All F and J students who were present in the U.S. during 2022 must submit tax forms to the U.S. federal government (IRS).
- If you earned money in Illinois during 2022 you must also submit tax forms to the Illinois state government.
- SAIC International Affairs has arranged for you to have access to software that will help you file your federal tax paperwork. This software is called Sprintax.
- Illinois state tax forms can be completed through Sprintax for an additional fee. However, they may also be downloaded from [www.revenue.state.il.us](http://www.revenue.state.il.us) and completed independently.

## When is my tax return due?

- Tax returns must be postmarked to the IRS and Illinois (if applicable) by April 18, 2023.

# IRS Scams

The Internal Revenue Service (IRS) and the state of Illinois do not call individuals about their tax paperwork.

If you receive a phone call from a person claiming to be from the IRS, this is a scam. Do not provide the caller with any personal information or money.

International students have been increasingly targeted by scammers posing as government offices. Again, these offices will not call you. Please be wary of any phone calls from individuals posing as these agencies, and report any suspicious calls to International Affairs or Campus Security.

# WHO ARE YOU?

## I'm an International Student who DID NOT earn U.S. income in 2022

- ✓ Complete federal tax return via Sprintax

## I'm an International Student who DID earn U.S. income in 2022

- ✓ Complete federal tax return via Sprintax
- ✓ Complete Illinois state tax return independently or via Sprintax

## I'm an International Student considered a *Resident for Tax Purposes*

- ✓ Confirm residency status via Sprintax
- ✓ Complete federal and Illinois state tax returns through Sprintax or independently.

# FEDERAL TAX RETURN

## Sprintax Foreign National Tax Resource

SAIC International Affairs has purchased access to an online tax preparation software called Sprintax. All current SAIC international students, including SAIC students on active OPT, may access Sprintax to prepare a federal tax return.

Sprintax will help you complete the federal tax forms by asking you easy to understand questions about your time in the U.S. and any payments you received during 2022. The following instructions will explain how to create your Sprintax account and access their tax preparation software.

## How to create your Sprintax account:

1. Register and follow the simple instructions [here](#)
  2. Complete the online questionnaire
  3. Enter the following code we sent you via your SAIC email on 2-3-2023 in the box on the *'Review your order'* page
  4. Sprintax will prepare your tax return and check if you're due a refund
- ❖ If you have problems creating your Sprintax account, please contact them directly at [hello@sprintax.com](mailto:hello@sprintax.com)



## How to use Sprintax to prepare a federal tax return:

1. Gather your tax-related documents:
  - *Passport*
  - *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 any*
  - *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 can help you get one!*
  - *If you are using Sprintax for State Tax Returns(s) preparation only you will need a copy of your already prepared Federal Tax Return (for the current and previous years if you filed any)*
2. Sign into Sprintax at using the username and password you created previously.
3. Click the *Complete Your Tax Return Preparation* button in the middle of the page.
4. Choose your tax year (2022) and click “next”.

## How to use Sprintax to prepare a federal tax return, continued:

6. Complete your federal tax return by answering the questions presented by the software. Refer to your W-2, 1042-S (if you have one), passport, and other immigration documents as needed. If you have questions, Sprintax offers customer support online or by telephone, please contact them directly.
7. If you earned money in the state of Illinois during 2022 you will need to complete an Illinois tax return as well. You can complete an Illinois tax return using the Sprintax software for an additional fee, or you can continue to [www.revenue.state.il.us](http://www.revenue.state.il.us) to complete your Illinois tax forms. If you lived in a state other than Illinois during 2022 you will need to complete tax forms for that state as well.

❖ Federal tax returns MUST be post marked April 18, 2023!

## Tips for using Sprintax to prepare your federal tax return:

- Enter your name as it appears in your passport. Do not use a nickname.
- For Director of the Academic Program, enter:

Lawrence Rodriguez  
SAIC International Affairs  
36 S. Wabash, Suite 1203  
Chicago, IL 60603

- For Academic Institution or school that sponsored your current immigration status, enter:

School of the Art Institute of Chicago  
36 S. Wabash, Suite 1203  
Chicago, IL 60603

## Tips for using Sprintax to prepare your federal tax return, continued:

- Generally, your country of tax residence will not be the U.S. unless you are a citizen or legal permanent resident of the U.S.
- You do not need a Social Security Number or an Individual Tax Identification Number (ITIN) number in order to complete form 8843.
- If a W-7 form is generated for you (an ITIN application), contact International Affairs and do NOT send any original documents, such as your passport, to the IRS as part of the ITIN application.
- If Sprintax determines that you are a *Resident for Tax Purposes* you will not be able to complete your federal tax return using their software. Instead, you will complete IRS form 1040/1040-EZ and IL-1040. Sprintax will provide you with instructions on how to complete those forms.

# ILLINOIS STATE TAX RETURN

## Preparing an Illinois state tax return:

- If you earned money from an Illinois source (e.g. SAIC) during 2022 you must complete an Illinois state tax return in addition to your federal return.
- If you did not earn money from an Illinois source during 2022 you do not need to file an Illinois state tax return.
- Illinois state tax forms can be completed through Sprintax for an additional fee or on your own at no cost. Instructions can be downloaded from [www.revenue.state.il.us](http://www.revenue.state.il.us)
- You will need to complete:
  - Form [IL-1040](#)
  - [Schedule NR](#)
- If Sprintax determined that you are a *Resident for Tax Purposes*, complete form IL-1040 only. Do not complete Schedule NR.
- ❖ Remember, Illinois tax forms must be postmarked April 18, 2023!

## Tips for preparing your Illinois state tax return, if you chose to complete it yourself without using the Sprintax software:

- Complete your federal tax return first. You will need information calculated on your federal return to complete the Illinois state return.
- You will start with form IL-1040, switch to Schedule NR, and then return to IL-1040.
- Tax forms can seem more intimidating than they really are. Read through the questions carefully and skip any that don't pertain to you (i.e. skip lines that ask about types of income or tax forms that you did not receive).
- Don't forget to print 2 copies of your tax forms. Mail one copy to the Illinois Department of Revenue and keep the second for your records.
- Be sure to sign and date your tax return before mailing.
- Pay attention to the different mailing addresses for tax returns with payment enclosed and returns without payment enclosed.

# RESOURCES

## Federal Government (IRS)

- Main website for IRS: [www.irs.gov](http://www.irs.gov)
- Forms:
  - [8843](#)
  - [1040 NR](#)
- Page for [Foreign Students & Scholars](#)
- [Publication 901](#) (U.S. Tax Treaties Guide)
- [IRS Illinois Offices](#)

## Illinois State Government

- Main website for IL Department of Revenue: [www.revenue.state.il.us](http://www.revenue.state.il.us)
- Listing of [forms and instructions](#)
  - Look for IL-1040 and Schedule NR

# RESOURCES

## Resources for *Residents for Tax Purposes*

- [IRS Free File](#)
    - Locate federal tax forms and/or an online company to assist you with your return.
  - [Ladder Up/Center for Economic Progress](#)
    - Free volunteer assistance with your tax return. See website for location, hours, and eligibility requirements.
  - Professional Tax Assistance
    - Hire a professional (independent CPA or company like H&R Block) to help with more complicated returns. You can find local tax professionals by doing an online search.
- ❖ Resources listed are for reference only and does not indicate an endorsement by SAIC International Affairs.