

International Tax Guide

CU Calculus Quick Start Guide

This guide is designed to assist with the completion of your Sprintax Calculus profile.

Sprintax Calculus New User Steps

1. **Log on** to *Sprintax Calculus* through the link provided to you by email from CUIntTax-noreply@sprintax.com.
2. **Select *Electronic 1042-S Consent to agree*** to receive the 1042S form electronically on the top right of the page.
3. **Answer questions** about residency, personal data, contact details, tax forms info, and payments.
 Note: Providing complete and accurate information is critical to ensure Calculus's analysis is correct.
4. **Review *Residency Summary***. Please confirm your biographical information is accurate. You will see a more comprehensive summary when your profile is complete.
5. **Review *tax treaty information*** (if applicable): Most countries do not have a tax treaty with the U.S.
 Note: If Calculus indicates you may be eligible for a treaty but do not have a Social Security Number (SSN), please **update** your *Calculus profile* once you receive a SSN and review treaty information.
6. **Review *final summary information*** to ensure the information is correct.
7. **Go to** Download your Forms.
8. **Review and Sign** applicable forms listed in the *Tax Forms* page and **download** them to your desktop.
 Note: For security, you will need to either use the Microsoft Authenticator or Google Authenticator app to sign documents using Calculus.
9. **Upload** the required immigration documents and signed Calculus forms according to the table below the *Document Exchange* page. You can navigate to the *Document Exchange* tool from the top of any page in your *Calculus profile*.

Required Documentation

| Immigration Status | Required Immigration Documents |
|---|--|
| F-1 Student | I-20, passport bio page, most recent I-94 and travel history |
| F-1 Student on OPT | OPT EAD, passport bio page, most recent I-94 and travel history |
| J-1 Student | DS-2019, passport bio page, most recent I-94 and travel history |
| J-1 Scholar, Professor, Alien Physician | DS-2019, passport bio page, most recent I-94 and travel history |
| J-2 Scholar | DS-2019, EAD, passport bio page, most recent I-94 and travel history |
| H-1B and O-1 | I-797A approval notice, passport bio page, most recent I-94 and travel history |
| H-4 | EAD, passport bio page, most recent I-94 and travel history |
| TN and L-2S | Passport bio page, most recent I-94 and travel history |

For other immigration statuses, please contact intltax@cu.edu.

Required Signed Calculus Documents (not all may apply):

1. Sprintax Tax Summary (required from all)
2. W-4 (required for nonresidents)
Note: residents can update their W-4 in [MyCUInfo](#) (external link) instead of uploading it.
3. Treaty form(s) 8233, W-8BEN or W-9 (optional and only required if applicable and generated by Sprintax).

How to Read Sprintax Personal Tax Summary

US tax residency status: This is your expected tax residency status for the current year, based on the immigration and travel history you provided and your current immigration status.

Please review the links below to learn about taxation and filing requirements specific to your tax residency status.

- [Non-resident](#) – (commonly known as Nonresident Alien or NRA)
- [Resident](#) (commonly known as Resident Alien or RA)

SPT Results: Indicates whether you are expected to meet the [Substantial Presence Test \(SPT\)](#) (external link) or not in the current tax year. The SPT is the formula that determines US tax residency status.

FICA Tax: Indicates whether an individual is subject or exempt from Social Security and Medicare tax (also referred to as OASDI/Med or FICA tax)

FICA Tax Exemption Finishes: The last date of exemption from Social Security, Medicare tax and/or Student Employment Retirement Plan (SERP), so long as you remain in your current immigration status.

FUTA Tax: Federal unemployment tax

Additional Resources

- [CU International Tax Office website](#)

*International Tax Office Hours: Please note the office no longer schedules one-on-one appointments. Tax-related questions can be asked during office hours or through email at intltax@cu.edu. Information and the Zoom links for office hours can be found on our CU International Tax Office [Homepage](#).