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EMPLOYEE SERVICES

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

- **Log in** to *Sprintax Calculus* through your MyCU portal using the link provided to you by email from cuintltax@sprintax.com.
- Select the campus icon on the login page and find the University of Colorado. Select your campus and sign in using MyCUInfo credentials.
- **Select** *Electronic 1042-S Consent to agree* to receive the 1042S form electronically on the top right of the page.
- **Answer all questions** about residency, personal data, contact details, tax forms info, and payments.
  Note: Complete and accurate information is critical to ensure Calculus's analysis is correct.
- **Review** *Residency Summary*. Please confirm your biographical information is accurate. You will see a more comprehensive summary when your profile is complete.
- **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 you do not have a Social Security Number (SSN), please **update** your *Calculus profile* once you receive your SSN to review treaty information.
- **Review** *final summary information* to ensure the information is correct.
- **Review and E-Sign** applicable forms listed in the *Tax Forms* page and **download copies for your records**
  Note: For security purposes, you will need to verify your identify using Microsoft Authenticator, Google Authenticator, or SMS in order to e-sign documents using Calculus.
- **Upload** the required immigration documents and signed Calculus forms according to the table below on the *Document Exchange* page. You can navigate to the *Document Exchange* tool from the top of any page in your *Calculus profile*. Calculus profiles without the required documentation are incomplete.

Required documentation

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

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

Required Signed Calculus Documents (not all may apply):

- Sprintax Tax Summary (required from all)
- W-4 (required for nonresidents)
  Note: residents can update their W-4 in MyCUInfo (external link) instead of uploading it.
- 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.

- Nonresident (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) 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 to 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), as long as you remain in your current immigration status.

FUTA Tax: Federal unemployment tax

Additional Resources

- CU International Tax Office website Homepage
- CU International Tax Office: Sprintax Calculus Page

International Tax Office Hours: Tax-related questions can be discussed 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.