



# UMass Sprintax Calculus Instruction Manual

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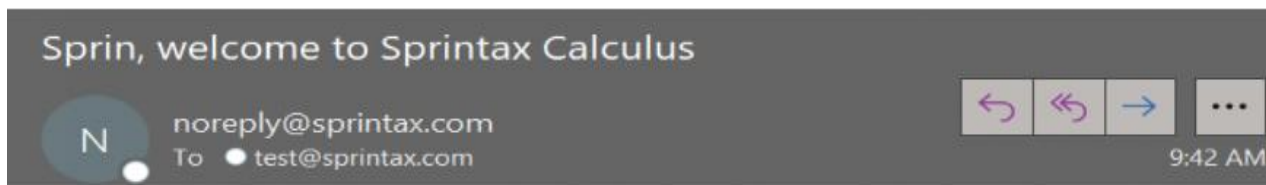
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# Accessing the software

Your profile is created by UMass administrators. Do **NOT** use the “Sign-Up” option or “Login with your institution account” on the Sprintax Calculus login page. **Once your profile is created by a UMass administrator, you will receive an activation email from [noreply@sprintax.com](mailto:noreply@sprintax.com)**. The email will contain a **unique link** which you will need to create your password. Please check in “all mail” if you use a focused inbox or spam/junk folder.

If you do not activate your account within **24 hours** of receipt of this email, you can request a new activation link by clicking the expired activation link in the original email and selecting “Request New Reset Link”. A new email will be sent to you with an updated link. This new activation link is also only valid for 24 hours, afterwards you will need to request another link.

After creating your password, follow the link on the “You have successfully set up your password” screen. Login using your email and password. On the middle screen, choose “Commonwealth of Massachusetts – University of Massachusetts”.



Caution! This message was sent from outside your organization.

Hello Sprin,

Welcome to Sprintax Calculus, a tool that helps you manage all your tax-related documents.

Click the unique link in your email to activate your account.

Please follow [this link](#) to create your password. If you can't click the link – please copy the address and paste it in your browser's address bar:

<https://calculus.sprintax.com/reset-password/cb4a91ff9f7ac0245c6764ac7a05f62d679f00e718c0ed492eb60ca462080a99>

Log into your profile to confirm and update your details. For more information – please contact the live chat team through Sprintax Calculus or send us an email to [calculussupport@sprintax.com](mailto:calculussupport@sprintax.com).

Regards,

Sprintax Calculus team



Do NOT use the "Sign-up" option.

Click the "Login" button.

## Log In

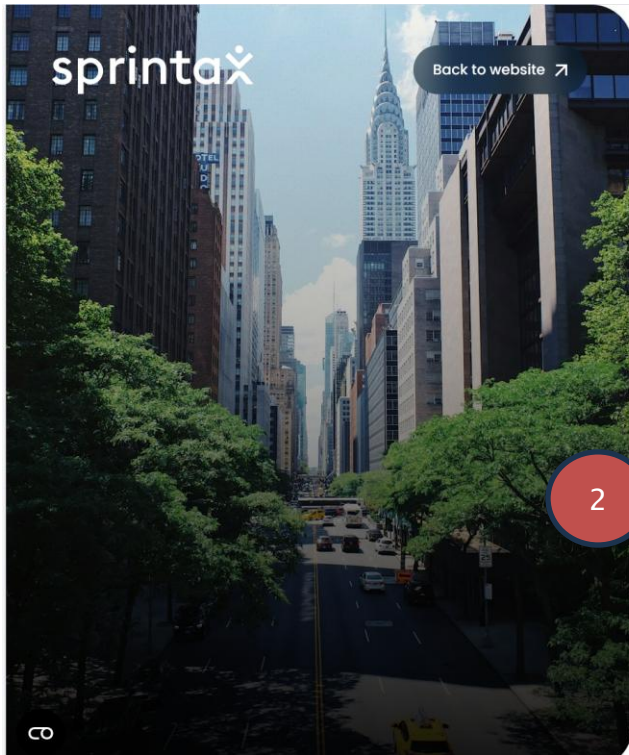
Log in to your Sprintax Calculus account

Don't have an account? ~~Sign up~~

1 Login

[Forgotten password?](#)

Request a new activation link.



## Login

New here? [Create](#)

Google Apple

or continue with email

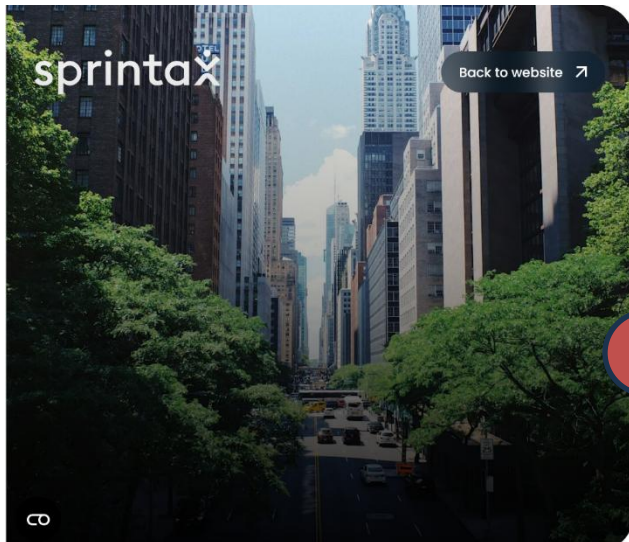
Email Address\*

Password\* [Forgot password?](#)

Log In

Enter email and password, then click "Log In".

Request a new activation link.



**Select a profile**

Choose "Commonwealth of Massachusetts – University of Massachusetts" from the drop-down.

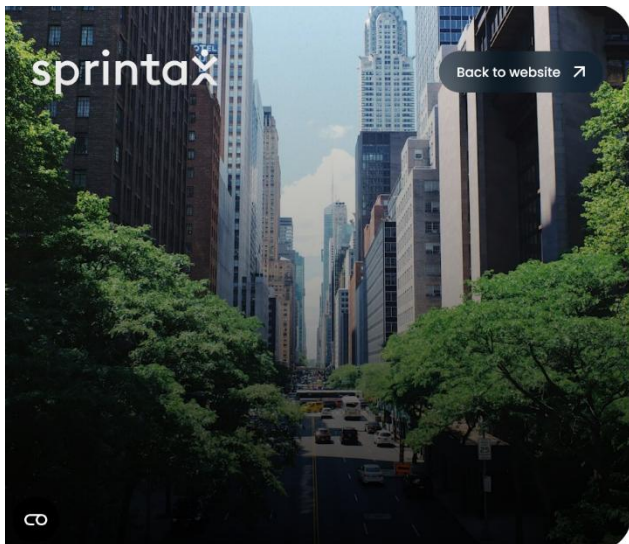
Please select the account you want to access. You are registered by the following entities:

Select payer/payers

Q Search payer/payers

Select payer/payers

Commonwealth of Massachusetts - University of Massachusetts

A screenshot of the 'Select a profile' page. At the top right is a 'Log Out' button with a right-pointing arrow. Below the title is a search bar containing the text 'User'. A message asks the user to select an account from a list of entities. A dropdown menu is open, showing a search bar and a list of entities, with 'Commonwealth of Massachusetts - University of Massachusetts' selected. A red circle with the number '4' is overlaid on the page.

**Select a profile**

User

Please select the account you want to access. You are registered by the following entities:

Commonwealth of Massachusetts – University of Massachu

Note that entities in which your account has been previously archived may not be available for selection even if they do appear in the list. If you believe your account was archived in error, contact the ent

+ New Payer

Continue →

Click "Continue".

A screenshot of the 'Select a profile' page. At the top right is a 'Log Out' button with a right-pointing arrow. Below the title is a search bar containing the text 'User'. A message asks the user to select an account from a list of entities. The dropdown menu is closed, and the selected entity 'Commonwealth of Massachusetts – University of Massachu' is visible. A note about archived accounts is present. At the bottom are '+ New Payer' and 'Continue →' buttons. A red circle with the number '4' is overlaid on the page.

# 1. Completing your Calculus profile

## ➤ Consent for electronic Form 1042-S

Note that you will be asked to answer the electronic consent pop-up question before you start completing the Residency step. You will have the option to change your preference later, on the top of any screen of your profile.

**Electronic 1042-S Consent Form** ✕

I consent to receive Form 1042-S in electronic format in lieu of receiving a paper copy in my Calculus account. [Read full consent form](#)

Disagree Agree

A screenshot of an 'Electronic 1042-S Consent Form' pop-up. The form has a blue header with the title and a close button (✕). The main text states: 'I consent to receive Form 1042-S in electronic format in lieu of receiving a paper copy in my Calculus account. Read full consent form'. At the bottom are two buttons: 'Disagree' and 'Agree'.

## Step 1 Residency

Click  next to a question to get more information.

Based on the information provided Sprintax Calculus will determine whether you should be treated as a non-resident or a resident alien for US tax purposes. **Update your Sprintax Calculus profile every time during the year there is a change in information.**

### Residency Information

Are you (or will you be) a citizen of the United States, Guam, Puerto Rico, The US Virgin Islands, American Samoa, or the CNMI by birth or by naturalization, on the last day of 2023? \*

Yes  No

Are you currently or will you be a Green Card holder on the last day of 2023? \*

Yes  No

Have you ever applied for US citizenship/ lawful residence? \*


Yes  No

Have you been present, or do you expect to be present in the US during 2023? \*


Yes  No

Did you or do you plan to stay in the US for less than 31 days in total in 2023? \*

Yes  No

When did you first enter the US? \* 


09-01-2021

What is your current immigration status? \* 


F1 - Student

What date did you first enter the US on this immigration status? \* 

09-01-2021

What is the expiry date of your current immigration status? \* 

06-30-2028

Final departure date you left or intend to leave the US 

05-20-2028

Expiry date of your current US visa (if any) \*

05-31-2026

Country of Citizenship \*

China

Country of residence \* 

China

If you have applied for lawful residence (green card), select "Pending" in the next question unless your I-485 has been approved.

Refer to I-20/DS-2019 (box4)/I-797

Chan Medical School J-1 Alien Physician should select "J1-Physician Trainee".

You first entered the US on ANY immigration status

End date on I-20/DS-2019/ I-797/EAD

End date on Visa sticker, I-94

You entered on **current** immigration status. If you have changed your status while in the US and have not left to re-enter, fill in the date you switched to new status.

You can check I-94: <https://i94.cbp.dhs.gov/i94/#/home>  
Or stamps in your passports

You will not find an option to choose "USA". Your U.S. tax residency will be determined within the software and is not readily collectible information.

## > Step 2 Personal data

You must enter an SSN or an ITIN in order to be eligible for income tax treaty benefits. If you don't have a US TIN (SSN or ITIN), you will need to apply for one. **Once you receive your SSN or ITIN, you must update your Calculus record and submit new tax summary and forms.** Tax treaty benefits are not available until the SSN/ITIN is issued and reported in Calculus, but you may claim a refund on your annual tax return if excess tax is withheld while the SSN/ITIN application is pending.



Progress:

Residency

**2**  Personal data

Contact details

Tax Forms Info

Payments

Residency Summary

Need help?

### Tax Identification:

Do you have US TIN (SSN or ITIN) \* [i](#)

Yes  No

Your US TIN (SSN or ITIN) \*

880-77-0666

Employee ID

10001234

SEVIS ID [i](#)

N0004500123

Program Type

Please choose an option [v](#)

Campus

Amherst [v](#)

What is your foreign (home country) tax identification number?

Taxnumber123

Student ID

3100

Second Email

Are you a full-time student or scholar in a US educational institution in 2023? \* [i](#)

Yes  No

Are you a degree candidate in a US educational institution during 2023? \* [i](#)

Yes  No

Are you an OPT/CPT program participant during 2023? \* [i](#)

Yes  No

Are you married? \*

Yes  No

Can you be claimed as a dependent on someone else's tax return? [i](#)

Yes  No

You must enter an SSN or an ITIN in order to be eligible for income tax treaty benefits.

Enter your Student ID (SPIRE, Beacon card, UCard)

Sections with missing mandatory details will be colored in red.

Your Employee ID is an 8-digit number starting with "10". It may have been entered by UMass already. This is not your Student ID. You will find your Employee ID in the payroll system (HR Direct) or on your paystubs. Leave as blank if you don't know it.

Select No if your OPT/CPT has not been approved yet.

## > Step 3 Contact details

Enter your US address and your Foreign residential address where you lived prior to you coming to the US. Enter your US phone number and/or home country phone number.

> Step 4 Tax forms info

The list of income types might be different depending on your immigration status. Please select the income type(s) you expect to be paid by UMass in the calendar year you are completing for.

### Tax Forms Info

Have you or do you expect to receive income (wages, scholarship, commissions, royalties, or other payments) from Commonwealth of Massachusetts in 2024? \*

Yes  No

10 Industrial royalties (Income code 10) ⓘ **Do not select.**

Right to use patents, designs, models, plans, secret processes or formula, trademarks

The University of Massachusetts (UMass) is part of the Commonwealth of Massachusetts.

Motion picture or television copyright royalties. (Income Code 11) **Do not select.**

Tick "11 Motion picture or television copyright royalties" if you received income for the right to use any motion picture films, films or audio or video tapes or disks, or any other means of image or sound reproduction or transmission for use in connection with television

Other royalties (for example, copyright, publishing, software, broadcasting, endorsement payments) (Income Code 12) **Do not select.**

Tick "Other Royalties" if you received income for copyrights of literary, artistic, scientific works or for the use of software different to listed in "11 Motion picture or television copyright royalties"

Scholarship or fellowship grants (Income Code 16) ⓘ

Amherst graduate non-working fellowship, Boston GEO health insurance/dental & vision reimbursement, Chan Medical School GSBS transition assistance, Dartmouth health insurance subsidy, athletic scholarship, travel scholarship/award, conference reimbursement, summer undergraduate research, research e ...

[Read More](#)

Compensation for independent personal services (Income Code 17) ⓘ **Do not select.**

guest speaker/guest lecturer honorarium, independent contractor services, consulting fee

Compensation during studying and training (Income Code 20) ⓘ

Wages/Salary for services performed by F-1 student, OPT, CPT, J-1 student, Chan Medical School J-1 alien physician

Other income (awards, prizes) (Income Code 23) ⓘ **Do not select.**

graduation award, contest prize, human subject payment

Winning awards/Gambling (Income Code 28) **Do not select.**

Deposit interests (Income Code 29) **Do not select.**

J-1 professor/teacher/research scholar/short-term scholar, H-1B visa holder will see Income Code 19. Others will see Income Code 18.

← Back

Save And Continue →

**If you are working on campus and receiving salary/wages/compensation for services:**



- International student (F-1 student/J-1 student/OPT/CPT) – Select **Income Code 20**
- International teacher/researcher/scholar – **Select Income Code 19**
- Other immigration status – Select **Income Code 18**

Are you legally allowed to work? \*  Yes  No

Do you have or expect to have more than one job in the US in 2024? \*  Yes  No

Please choose your Employer/Payer \*  First date of employment with this employer

Please, complete in the field below ONLY income received as an F1 - Student, a J1 - Student, an M1 - Student, a J1 - Intern/Trainee, a J1 - Physician Intern/Trainee, or a Q1/Q2 - Intern/Trainee

Total compensation you expect to be paid in wages and other similar payments from employment on- or off campus in the current tax year \*

**Note:** Enter an estimated amount if you do not know the exact amount.

Please, provide a short description of the employment you perform(ed) during your study or training \*

Examples for acceptable descriptions  
A nonresident alien student can enter "part-time library assistant," "part-time restaurant worker," or "teaching one chemistry course per semester to undergraduate students."  
A nonresident alien business/vocational trainee can enter "neurosurgical residency at ABC Hospital" or "one-year internship in hydraulic engineering at XYZ Corporation."  
A nonresident alien student working on-campus

Have you or do you expect to receive compensation or a compensatory grant for study and training (wages, salaries, other employment income) from another U.S. employer (University/Company)? \*  Yes  No

**Callout boxes:**

- If you are allowed to work for UMass, select Yes.
- If you have two or more positions at UMass, select No as all positions fall under the same payroll system.
- The University of Massachusetts (UMass) is part of the Commonwealth of Massachusetts.
- First date of employment is optional. Leave as blank if you are not sure.
- Estimate the amount to the best of your ability. If you enter 0.00, then Calculus may not generate necessary tax forms. This should be your wages/salary from UMass employment.

**If you will also receive **scholarships/fellowships**, select **Income Code 16**:**

**Amherst** graduate non-working fellowship, **Boston** GEO health insurance/dental & vision reimbursement, **Chan Medical School** GSBS transition assistance, **Dartmouth** health insurance subsidy, **athletic** scholarship, travel scholarship/award, summer undergraduate research, research experience undergraduate, etc.

Foreign source income (Study related activities take place outside the US)

Please, enter the expected amount of your scholarship paid during your study to cover living expenses (room and board) or other non-tuition-related expenses in the US \*

**Callout boxes:**

- Leave as blank unless you will not be in the U.S.
- Estimate the amount to the best of your ability. This should be your scholarships/fellowships from UMass.

## Apply for SSN (Social Security Number)

If you do not have a US SSN, then you may be asked to provide additional information on the “Tax Forms Info” page to assist you in completing the Form SS-5, Application for Social Security Card. **The names and SSNs of parents are optional.** You may proceed without completing if you do not want to provide this information in Sprintax. You will then have to manually complete Form SS-5 outside Sprintax if you need to apply for SSN.

## 2. Residency Summary

This step summarizes how your residency status for tax purposes has been determined in Sprintax Calculus.

A **Resident Alien for tax purposes** is treated in the same manner as a U.S. citizen when filing a tax return and paying taxes. A **Nonresident Alien for tax purposes** has a completely different method of having tax withheld, completing tax forms and tax documents, and is eligible for very few and limited deductions when paying taxes. A **Resident Alien for tax purposes** must report worldwide income, whereas, a **Nonresident Alien for tax purposes** must only report and pay tax on money that he or she receives from U.S. sources.

The system will skip “Payments” section as this is for admins.

**sprintax calculus**

Progress:

- ✓ Residency
- ✓ Personal data
- ✓ Contact details
- ⚠ Tax Forms Info
- ✓ Payments
- 6 Residency Summary**

Need help?

- Live Chat
- Contact Sprintax

### Residency Status

Status: Non-resident

Sakis Katsoulis is F1 - Student visa holder, with primary purpose: Student.

Exempt Individual for 2023 under 5-year lifetime rule.

Date of entry into the United States on this status: 11/11/2022

Date of expiry of this status: 11/11/2027

Days count for Substantial Presence Test (SPT):

- 2023: Exempt from SPT for 2023
- 2022: Exempt from SPT for 2022
- 2021: Outside US in 2021

Total number of non-exempt days in United States during 2023 for SPT: Exempt from SPT in 2023

Sakis Katsoulis does not meet the substantial presence test

Sakis Katsoulis is a non-resident for federal tax purposes for tax year 2023

Sakis Katsoulis residency starting date under I.R.C. § 7701(b) is 01/01/2025

#### Tax Years covered

- 2019: Exempt
- 2020: Exempt
- 2021: Outside the US
- 2022: Exempt
- 2023: Exempt

“Exempt” or “Non-exempt” here is not related to your income tax treaty exemption but rather referring to exempt individual or non-exempt individual status for [Substantial Presence Test](#) calculations.

# 3. Tax Treaties

This step summarizes if you are eligible for tax treaty or not. You may not be eligible for tax treaty if you do not yet have a US SSN/ITIN, or if you are a resident of a country that has no treaty convention with the US. Even if your country has a signed treaty convention with the US, it is possible that the income type you receive is not covered in the Convention.

# 4. Final Summary

Please review this summary page carefully as it contains information regarding your U.S. tax residency status and income tax treaty eligibility.

**IMPORTANT:** It is not enough to complete your Sprintax Calculus profile online, you must sign tax forms and submit documents through Documents Exchange portal in order for payment to be issued at the proper withholding rate from UMass.

[Your Details](#) [Final Summary](#) [Tax Forms](#) [Document Exchange](#)

## Not eligible for a tax treaty exemption or your country has no treaty convention with the US

If you are not eligible for a tax treaty exemption, then the summary will show “N/A” for Tax treaty.

**Federal tax withholding rate = Graduated rate:** Federal income tax will be withheld from each paycheck using a graduated system. The IRS provides tables that employers must use to figure out the correct amount to withhold. These tables are found in IRS Publication 15-T and are configured in our payroll system to calculate how much tax to withhold.

**Tax Treaty Income Code 20 - Student or trainees compensation/compensatory grant**

Income code	20 - Compensation during studying and training/Compensatory grant	Tax treaty article	N/A
Tax treaty limit	\$ 0.00	Tax treaty duration period	N/A
Tax treaty start date	N/A	Tax treaty expiry date	N/A
Federal Tax withholding rate	Graduated rate	Wish to claim treaty benefits	N/A
FICA tax	NRA Exempt	FICA tax exemption finishes	12/31/2027
FUTA tax	Exempt	FUTA tax exemption finishes	12/31/2027

**Income Code and Income Type** (points to Income code)

**No treaty exemption** (points to Tax treaty article)

**Federal income tax will be deducted from each paycheck.** (points to Graduated rate)

## Eligible for a treaty exemption

If you are eligible to benefit a tax treaty exemption, then the summary will show tax treaty details, including article, dollar limit, duration period, start date and expiry date.

**Federal tax withholding rate = 0.00% withholding rate:** No federal income tax will be withheld from certain payments up to the dollar limit in the income tax treaty between the U.S. and your home country. Once your income exceeds that treaty limit, any additional payments no longer qualify for the 0% rate. UMass must begin withholding U.S. federal income tax on the remaining income.

Tax Treaty Income Code 20 - Student or trainees compensation/compensatory grant	
Income code	20 - Compensation during studying and training/Compensatory grant
Tax treaty article	20(c)
Tax treaty limit	\$ 5,000.00
Tax treaty duration period	As long as program is student
Tax treaty start date	05/23/2021
Tax treaty expiry date	06/04/2026
Federal Tax withholding rate	0.00% withholding rate
Wish to claim treaty benefits	Yes
FICA tax	NRA Exempt
FICA tax exemption finishes	06/04/2026
FUTA tax	Exempt
FUTA tax exemption finishes	06/04/2026

## F1 - Student from India

Because of a special provision in the U.S.-India tax treaty, F-1 students from India are allowed to claim the standard deduction on your federal tax return, just like U.S. residents. Even after claiming the treaty, Indian students may still see federal tax withheld from their paychecks.

Tax Treaty Income Code 20 - Student or trainees compensation/compensatory grant	
Income code	20 - Compensation during studying and training/Compensatory grant
Tax treaty article	21(2)
Tax treaty limit	N/A
Tax treaty duration period	As long as student
Tax treaty start date	08/31/2022
Tax treaty expiry date	05/31/2029
Federal Tax withholding rate	Graduated rate
Wish to claim treaty benefits	Yes
FICA tax	NRA Exempt
FICA tax exemption finishes	12/31/2026


# 5. Tax Forms

The applicable tax forms will be produced in this step. **You must review, sign and date each of the required documents listed below, and submit the required documents through Documents Exchange.**

Your Details   Final Summary   **Tax Forms**   Document Exchange

## Tax Forms

2024 Electronic 1042-S Consent

 **You are almost there...**  
Please follow the directions below to complete this process.


1. Review, sign, and date each of the tax forms generated in this step ("Tax Forms")
2. Make clear scan of Passport, I-94, Form DS-2019, Certificate of Eligibility for Exchange Visitor (J-1) Status and Current Visa.
3. Submit the required tax forms in Step 1 and the required documents in Step 2 through the "Documents Exchange" tool.

[Download all documents](#)

Submit required supporting documents listed in Step 2.

## E-signing your tax forms

As per IRS regulations, e-signing tax forms in Calculus requires Multi-Factor Authentication (MFA) to be enabled.

If you see "Review and Sign" as an option, then you can use Sprintax Calculus E-signatures to sign your tax forms directly in the software without having to download them and then upload sign versions. Please follow the step-by-step [Multi Factor Authenticator \(MFA\) Guide](#) or watch the  [Training Video](#).

If the MFA is on, the next time you login, you will need to enter a 6-digit security code generated in the authenticator app or through the SMS message.

**!!! Keep and backup the authenticator app on your device for future account logins or add the option to receive your verification code via SMS message in addition to using an authenticator app.**

[Add SMS Multi-Factor Authentication for E-Signing Training Manual](#)

**!!! Enable the backup feature within the authenticator app settings in case you switch to a new phone or lose your phone !!!**

**Massachusetts – Form M-4:** you must **download** the PDFs, **sign manually** and **upload** a clear scan of the signed forms back using the "Documents Exchange" feature. Massachusetts – Form M-4 cannot be e-signed in Sprintax Calculus.

## Non-Resident Tax forms



Form W-4 (Nonresident)

Expiry date: Not signed

Click "Review and sign" to sign electronically. See the next page for more details.

[Review and sign](#)

**Purpose of form:** Form W-4 "Employee's Withholding Allowance Certificate" determines how much tax is withheld from an employee's paycheck each pay period. A non-resident alien subject to wage withholding must give the withholding agent (employer) a completed Form W-4 so that the employer knows how much tax withhold from the employee's paycheck. A non-resident alien for tax purposes must have selected a filing status of "single" regardless of actual marital status.

**What to do next:** Providing Form W-4 to the Withholding Agent: Commonwealth of Massachusetts - University of Massachusetts

[Read More](#)

## State withholding Forms



Massachusetts - Form M-4

Click the name to download the PDF. Massachusetts Form M-4 must be signed manually and upload through Document Exchange.

[Preview](#)

Please, note that only your personal information has been completed on the State withholding form. A completed State withholding form must be presented to the withholding agent (Commonwealth of Massachusetts - University of Massachusetts) so that correct state income tax can be withheld from your pay.

**To provide a valid State withholding form please:**

- ✓ Review and confirm the personal information on the form that Sprintax Forms has generated is correct

[Read More](#)

Click "Review and sign" to sign electronically.

[Review and sign](#)

## Other Forms



Sprintax Tax Summary

**Non-Resident Tax forms**

Form W-4 (Nonresident) **Signed** [Preview](#)  
 Expiry date: Unlimited

**State withholding Forms**

Massachusetts - Form M-4 **Uploaded** [Preview](#)

**Other Forms**

Sprintax Tax Summary **Signed** [Preview](#)

You should see green **"Signed"** or **"Uploaded"** next to each form. Otherwise, you missed a tax form.

!!! Keep the authenticator app on your device for future account logins !!!

!!! Backup the authenticator app to the cloud!!!

!!! Enable the backup feature within the authenticator app settings in case you switch to a new phone or lose your phone!!!

## 6. Documents Exchange

You must submit the required supporting documents through Documents Exchange.

our Details [Final Summary](#) Tax Forms **Document Exchange**

Zhong Zhenya

**Document exchange** 2019 2020 2021 2022 **2023**

This section is intended as your document exchange system. Uploading scanned copies of your documents will allow your payer to access documents remotely without the need for you to visit the offices and provide hard copies.

**Upload**  
 Supported file types include JPG, PNG and PDF. File size should not exceed 5MB

1) Document Type \*  
 Please choose an option

2) Drag your file here to start uploading.  
 OR  
 Browse files \*

**Upload** →

Select the appropriate document type from the list and upload scanned copies of your documents. Forms generated by Sprintax Calculus must be e-signed or manually upload a signed form.

# Document Checklist

If you will **work on campus** (Income Code 20/19/18), then you must submit the following documents. Please update [Step 4 Tax Forms Info](#) page to select the correct income code.

Forms	Generated by Sprintax Calculus	E-signing available in Sprintax Calculus
Sprintax Tax Summary	Yes	Yes
Form W-4	Yes	Yes
Massachusetts Form M-4	Yes	No, must download, sign, and upload through Document Exchange
Form 8233 Statement to Form 8233 (OR Form W-9, Statement to Form W-9 if you are a resident alien)	Yes, if treaty exemption is available (except Indian students)	Yes
Passport	Scan and upload through Document Exchange	
Current Visa	Scan and upload through Document Exchange	
I-94	Scan and upload through Document Exchange	
I-20 or DS-2019 or I-797	Scan and upload through Document Exchange	
If you will also receive scholarships/fellowships (Income Code 16), then you must sign the Form W-8BEN generated by the system.		

**Required Documents**

Download all documents

Form W-4 (Nonresident)  
 Date uploaded: 09/04/2024 16:42:57

Sprintax Tax Summary

Form DS-2019, Certificate of Eligibility for Exchange Visitor (J-1) Status

Passport

Current Visa

I-94

Once the documents are e-signed or uploaded, the status will be marked in **green/✓**.

Mandatory Documents will be marked in **red/x** until you e-sign or upload the file.

Download

Required

Required

Required

Required

Required

**Thank you for completing your Sprintax Calculus profile!**