



Tax Preparation Assistance For Nonresident Aliens - CINTAX

The JHU Tax Office has purchased a license for CINTAX which is federal tax preparation software for Nonresident Alien (NRA) Students and Scholars.

(It is a product of Arctic International, LLC, a third party vendor.)

CINTAX is software designed to assist NRAs in completing their federal income tax return only. It is a secure web-based tax preparation system specifically designed to help NRAs complete the U.S. federal income tax return form 1040NR-EZ or 1040NR. The step-by-step instructions will help you determine if you are a nonresident alien for tax purposes.

NRAs who receive US source income need to file a federal income tax return using form 1040NR-EZ or form 1040NR. While these forms cannot be submitted to the Internal Revenue Service (IRS) electronically, they can be prepared electronically and printed.

JHU's license of CINTAX is available FREE to NRAs associated with the university who need to prepare and file their annual federal income tax return. (CINTAX does not provide any state tax returns.)

CINTAX is specifically designed to help NRAs file a federal tax return so it is user friendly and generates the appropriate federal tax return for each NRA.

How to get started:

- Obtain a password from the JHU Tax Office preferably by email request to Tax@jhu.edu with "CINTAX Password Request" as the specific subject.
- Collect all year end statements and last year's tax return (if any). For example: W-2 and or 1042-S documents.
- Have your immigration documents available for reference. For example: Visa certification documents and passport.
- Go to <http://www.cintax.us> Click on the words "CINTAX" or "Login" at the top of the page to enter.
- Enter all required and pertinent information as you receive the prompts from the software.
- CINTAX Support Center for online help – support@cintax.us

How to finish:

- Print all forms.
- Sign and date the tax return.
- Make a copy for your records.
- Attach copies of required year-end tax statements. (W-2 or 1042-S)
- Write a check for any tax due.
- Mail the completed federal tax return to the IRS address included in the instructions for the 1040NR-EZ or 1040NR.