

MFA Guide

Electronic Signature And Multi-Factor Authentication

Getting Started

You can only sign documents if your file is complete and you have access to the Tax Forms page:

Your account is complete!

You can review and edit your information at any time before your 1042-S is prepared.

We have prepared the following tax forms based on the information you provided:

- ✓ Form W-8 BEN, Income code 10
- ✓ Form W-8 BEN, Income code 16

You can download and read the specific instructions of each form below

CONTINUE

Step 1

When you access your Tax Forms page, you will see the form you need to sign with text "Review and sign". You have to click on this text to proceed to the next step.

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

Test User

2022 2021

Congratulations - your account is complete!

Please follow the directions below to complete this process.



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

1. Review, sign and date each of the required documents listed below.
2. Submit the required documents through TDS Documents Exchange.
3. Make clear scan of your CC 1, and upload them through TDS Documents Exchange.

Non-Resident Tax forms



Form W-8 BEN, Income code 10

Review and sign

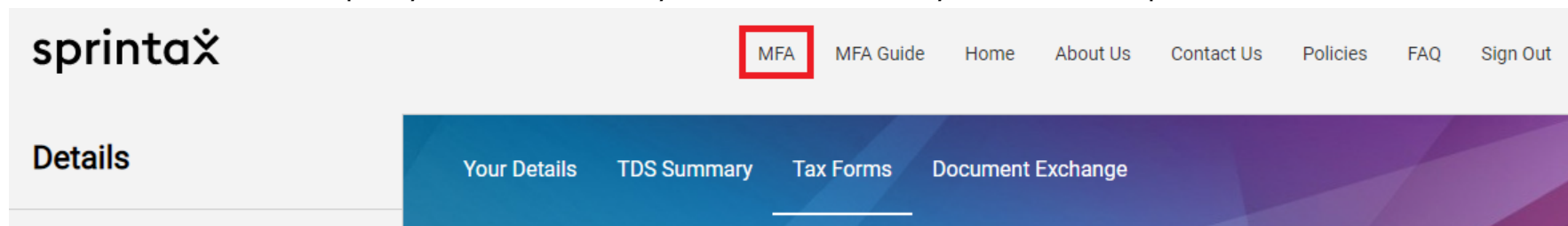


Form W-8 BEN, Income code 16

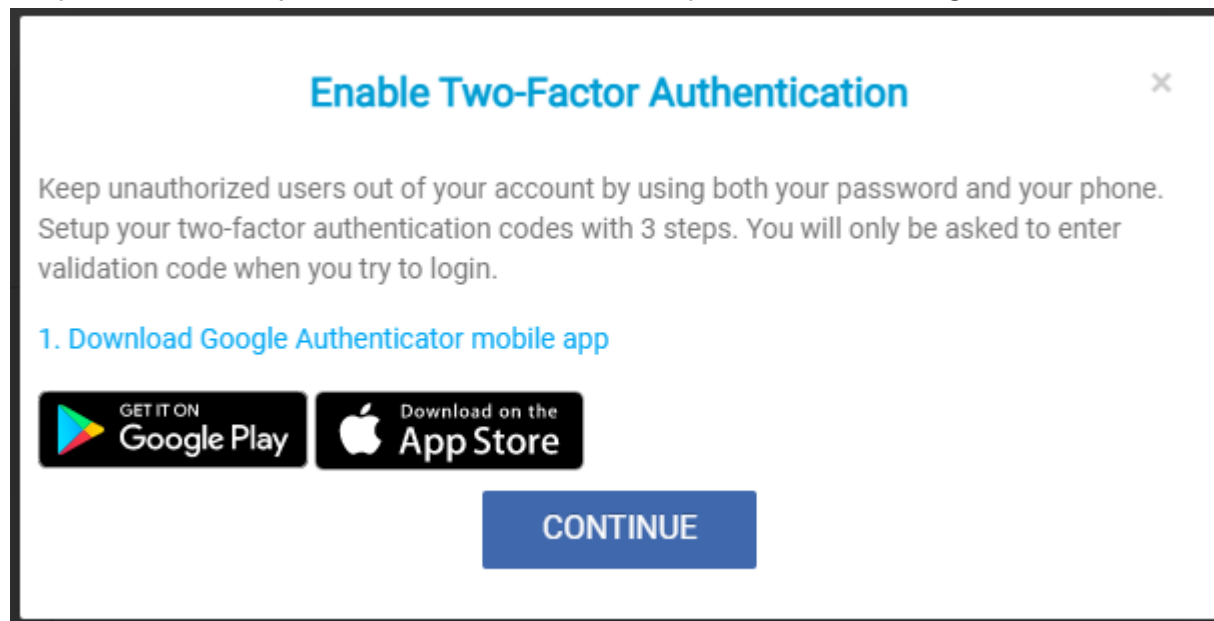
Review and sign

Step 2

Multi-factor authentication is required in order to place a signature on your form. You can activate MFA from the MFA menu on the top of your screen at any time, even before your file is complete:



Or you will be requested to activate MFA if you choose to sign the document electronically.



Step 3

Multi-factor authentication process


1. Press "Continue" on the screen in Step 2 in your browser


2. You will see a QR code on your screen

Enable Two-Factor Authentication ✕


Keep unauthorized users out of your account by using both your password and your phone. Setup your two-factor authentication codes with 3 steps. You will only be asked to enter validation code when you try to login.

1. [Download Google Authenticator mobile app](#)

 GET IT ON
Google Play

 Download on the
App Store

2. [Scan this QR code using Google Authenticator app or enter the setup key](#)

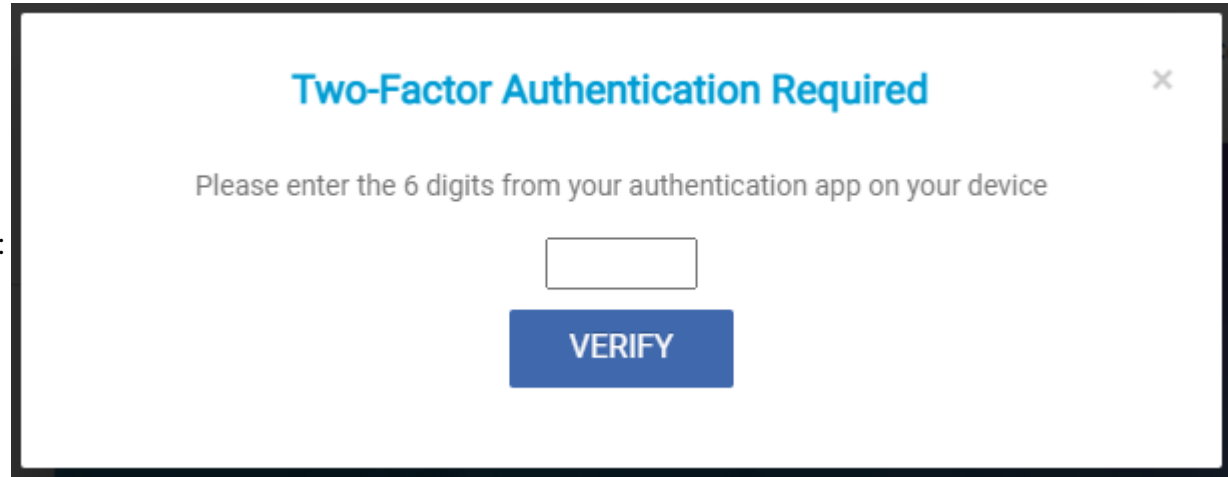


3. [Confirm that you have successfully added the account to your personal device.](#)

[VERIFY](#)

3. Download an authenticator application on your mobile (MS Authenticator or Google Authenticator)
4. Go to Settings/Add new account in the authenticator application
5. Scan the QR code on the screen in your browser (point 2)
6. Check if your new account with the name "Sprintax Calculus" is created on the authenticator app on your mobile
7. Go back to your browser and press the "Verify" button

8. You will then see this screen:

A screenshot of a web browser dialog box titled "Two-Factor Authentication Required" in blue text. Below the title, it says "Please enter the 6 digits from your authentication app on your device". There is a white rectangular input field for the code, and a blue button with the word "VERIFY" in white capital letters below it. A small "x" icon is in the top right corner of the dialog box.

9. Go back into your mobile authenticator app and select "Sprintax Calculus" in order to receive a one-time 6-digit code



Enter the 6-digit code into the screen from point 8. The 6-digit code in the Authenticator app refreshes every 30 seconds. When you are asked to enter the 6-digit code, it needs to be within the 30 seconds limit, otherwise, you'll be prompted to enter the code again.

10. Please, do not delete the Sprintax Calculus account in the Authenticator app to maintain your access to your Sprintax profile.

Step 4

Digital signature process

1. Press "Review and sign" as shown in Step 1
2. You will be required to enter the 6-digit code from your authenticator again (points 9 and 10 above)

3. You will see the "Review and sign" screen below:

Review and sign

To sign this form online, please:

- Click on "Download" to download and review this form;
- If the information is correct, read and agree to both statements below, and
- Use the E-sign button to draw your signature on the signature pad.

The signed form will automatically become available to the withholding institution.

↓ **Download form**

Under penalties of perjury, I declare that I have examined the information on this form and to the best of my knowledge and belief it is true, correct, and complete. I further certify under penalties of perjury that:

I am the individual that is the beneficial owner (or am authorized to sign for the individual that is the beneficial owner) of all the income to which this form relates or am using this form to document myself for chapter 4 purposes,

The person named on line 1 of this form is not a U.S. person,

The income to which this form relates is:

- (a) not effectively connected with the conduct of a trade or business in the United States,
- (b) effectively connected but is not subject to tax under an applicable income tax treaty, or
- (c) the partner's share of a partnership's effectively connected income,

The person named on line 1 of this form is a resident of the treaty country listed on line 9 of the form (if any) within the meaning of the income tax treaty between the United States and that country, and

For broker transactions or barter exchanges, the beneficial owner is an exempt foreign person as defined in the instructions. Furthermore, I authorize this form to be provided to any withholding agent that has control, receipt, or custody of the income of which I am the beneficial owner or any withholding agent that can

4. You must download your form by selecting the button "Download form" and review for any inconsistencies



5. You must read and check the tick boxes for both declaration and agreement, and only then you will see a new button

"E-sign"

Review and sign

The signed form will automatically become available to the withholding institution.

↓ Download form

Under penalties of perjury, I declare that I have examined the information on this form and to the best of my knowledge and belief it is true, correct, and complete. I further certify under penalties of perjury that:

I am the individual that is the beneficial owner (or am authorized to sign for the individual that is the beneficial owner) of all the income to which this form relates or am using this form to document myself for chapter 4 purposes,

The person named on line 1 of this form is not a U.S. person,

The income to which this form relates is:

(a) not effectively connected with the conduct of a trade or business in the United States,

(b) effectively connected but is not subject to tax under an applicable income tax treaty, or

(c) the partner's share of a partnership's effectively connected income,

The person named on line 1 of this form is a resident of the treaty country listed on line 9 of the form (if any) within the meaning of the income tax treaty between the United States and that country, and

For broker transactions or barter exchanges, the beneficial owner is an exempt foreign person as defined in the instructions. Furthermore, I authorize this form to be provided to any withholding agent that has control, receipt, or custody of the income of which I am the beneficial owner or any withholding agent that can disburse or make payments of the income of which I am the beneficial owner. **I agree that I will submit a new form within 30 days if any certification made on this form becomes incorrect.**

By selecting the "E-sign" button, you agree to sign this tax form electronically. You agree your electronic signature is the legal equivalent of your manual/handwritten signature on this tax form. You further agree that your signature on this document is

6. Add signature screen:

When you select the icon, a new screen pops up labelled "Please, place your signature" where you can place your signature with an e-pen, PC mouse or any other graphic tool you may have



View and location of the signed forms:

Signed W-8BEN form:

Form **W-8BEN**

(Rev. October 2021)

Department of the Treasury
Internal Revenue Service

Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding and Reporting (Individuals)

- ▶ For use by individuals. Entities must use Form W-8BEN-E.
- ▶ Go to www.irs.gov/FormW8BEN for instructions and the latest information.
- ▶ Give this form to the withholding agent or payer. Do not send to the IRS.

OMB No. 1545-1621

Do NOT use this form if:

- You are NOT an individual **W-8BEN-E**
- You are a U.S. citizen or other U.S. person, including a resident alien individual **W-9**
- You are a beneficial owner claiming that income is effectively connected with the conduct of trade or business within the United States (other than personal services) **W-8ECI**
- You are a beneficial owner who is receiving compensation for personal services performed in the United States **8233 or W-4**
- You are a person acting as an intermediary **W-8IMY**

Instead, use Form:

Note: If you are resident in a FATCA partner jurisdiction (that is, a Model 1 IGA jurisdiction with reciprocity), certain tax account information may be provided to your jurisdiction of residence.

Part I Identification of Beneficial Owner (see instructions)

1 Name of individual who is the beneficial owner	2 Country of citizenship
Test User	Germany
3 Permanent residence address (street, apt. or suite no., or rural route). Do not use a P.O. box or in-care-of address.	
In3, 12345	
City or town, state or province. Include postal code where appropriate.	Country
In1, In2	Andorra
4 Mailing address (if different from above)	
City or town, state or province. Include postal code where appropriate.	
Country	
5 U.S. taxpayer identification number (SSN or ITIN), if required (see instructions)	
323-23-4234	
6a Foreign tax identifying number (see instructions)	6b Check if FTIN not legally required <input type="checkbox"/>
7 Reference number(s) (see instructions)	8 Date of birth (MM-DD-YYYY) (see instructions)
	01-17-1990

Part II Claim of Tax Treaty Benefits (for chapter 3 purposes only) (see instructions)

9 I certify that the beneficial owner is a resident of Germany within the meaning of the income tax treaty between the United States and that country.

10 Special rates and conditions (if applicable—see instructions): The beneficial owner is claiming the provisions of Article and paragraph 12(1) of the treaty identified on line 9 above to claim a 0 % rate of withholding on (specify type of income):
Industrial royalties
Explain the additional conditions in the Article and paragraph the beneficial owner meets to be eligible for the rate of withholding: _____
Beneficial Owner is a resident of Germany and is meeting the terms of Article 12(1) of U.S. - Germany tax treaty

Part III Certification

Under penalties of perjury, I declare that I have examined the information on this form and to the best of my knowledge and belief it is true, correct, and complete. I further certify under penalties of perjury that:

- I am the individual that is the beneficial owner (or am authorized to sign for the individual that is the beneficial owner) of all the income or proceeds to which this form relates or am using this form to document myself for chapter 4 purposes;
- The person named on line 1 of this form is not a U.S. person;
- This form relates to:
 - (a) income not effectively connected with the conduct of a trade or business in the United States;
 - (b) income effectively connected with the conduct of a trade or business in the United States but is not subject to tax under an applicable income tax treaty;

Identity statement in pdf file. This is the second page of the signed form.

(c) the partner's share of a partnership's effectively connected taxable income; or
(d) the partner's amount realized from the transfer of a partnership interest subject to withholding under section 1445(f).

- The person named on line 1 of this form is a resident of the treaty country listed on line 9 of the form (if any) within the meaning of the income tax treaty between the United States and that country; and

Signatures

Signature of beneficial owner (or authorized signatory)

Document checksum: 91ab4d8dcb63a02d3650a5c6243996d972c6d018


For Paperwork Reduction Act Notice, see separate instructions.

Signer name	E-mail address	IP address	Time	Signature
Test User	[Redacted]	[Redacted]	2022-02-10 08:56:40+00:00	

The signed forms are also automatically uploaded in the Documents Exchange:

DOCUMENT EXCHANGE

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



Drag & Drop a file here to upload
Supported file types include JPG, PNG and PDF. File size should not exceed 8MB

or Browse files *

Document Type *

Please choose an option ▼

UPLOAD

AVAILABLE DOCUMENTS



Form W-8 BEN, Income code 10 (E-signed)

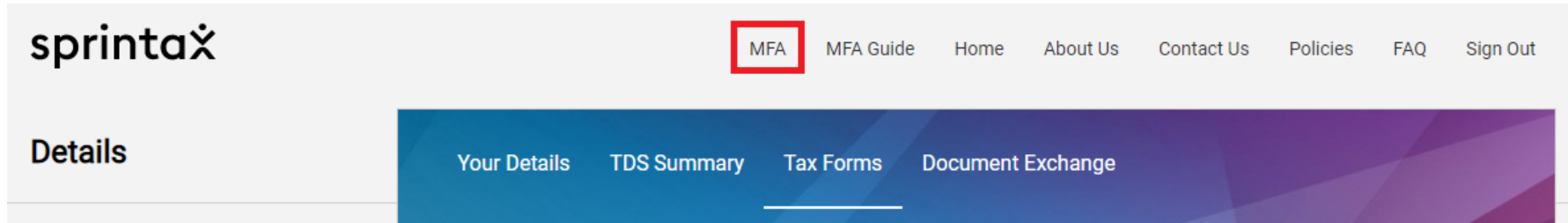


Form W-8 BEN, Income code 16 (E-signed)



Disable MFA

If you wish to disable MFA after you have activated it for your account, click MFA at the top of the page once you are logged.



Click "**Confirm**" and enter a 6-digit code from your Authenticator's app.

