

## Tips for Foreign National (FN) employees about Sprintax Calculus (SC)

### 1. What is the purpose of filling out your information in Sprintax Calculus?

Completing your information in Sprintax Calculus is for the Immigration Services to find out if you are a Resident Alien or Non-Resident Alien for tax purposes annually and if you have FICA exemption or tax treaty. So, the Immigration Services can update your related information in Workday and ensure you will be taxed appropriately. **Please be aware this is not for your tax return and not related to receiving your W-2. You're required to update your information in SC annually**, so please save the SC portal link and your log in credentials safely somewhere for you to log back into SC. You will receive a reminder email about updating your information in SC from the Immigration Services around December each year.

### 2. What email address do you use to log into SC?

Please make sure the email address you use to log into SC is the one you received the "Welcome to Sprintax Calculus" email. When you sign in **SC: <https://calculus.sprintax.com/>** you should see "University of Arkansas for Medical Sciences" under the Available entities. If you see your own name under the available entities, it means you are not using the correct email to log into SC. Please contact the Immigration Services ([askimmigration@uams.edu](mailto:askimmigration@uams.edu)) to ask for your correct email address.


### Select an account to log in

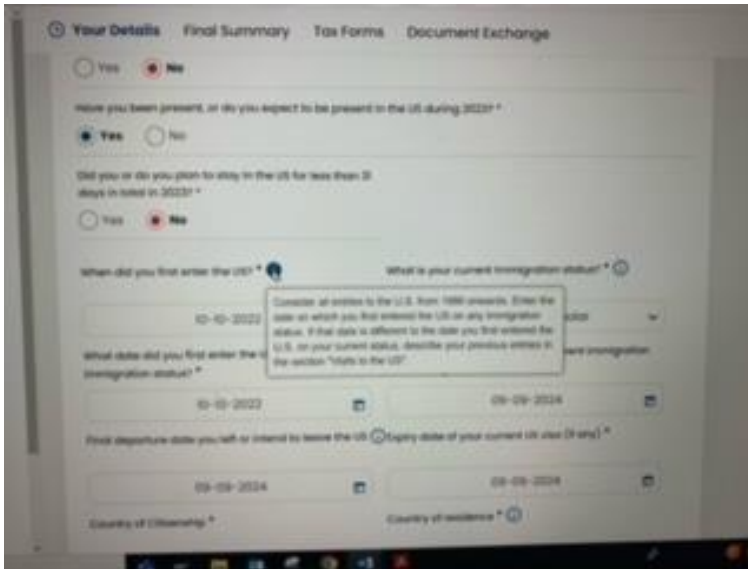
Available entities:




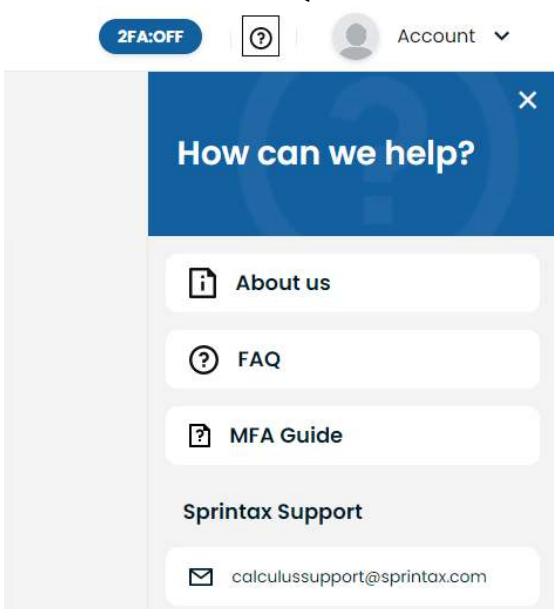
Sign In


### 3. What do you need to pay attention to when you fill out/update your information in SC?

- 1) Please fill out all the boxes with \* sign. Because they are the fields marked as mandatory, and they are required for successful residency and tax determination. Skipping answers could lead to incomplete estimation and tax forms.
- 2) If you are not sure what exact information is needed, please click  as shown in the screenshot to get more information to help you understand the question better.



You can also find more information in the FAQ. Click on the  beside your account, and then you can see the following window pop up, click on FAQ, you can find more information about SC. You can see the attached FAQ too.



- 3) In the **Tax form Info** page, always answer **Yes** to the question “Have you or do you expect to receive income (wages, scholarship, commissions, royalties, or other payments) from University of Arkansas for Medical Sciences in year?”
- 4) When you select the Income code, please click on the sign  and read the explanation carefully and read the examples given under the income codes to decide which one (s) applies to you.

**The following is the general selections for foreign national employees at UAMS**

F-1/J-1, Alien Physicians, J-1 Student you select Income Code 20

J-1 Research Scholar, J-1 Short-term Scholar: select Income Code 19


All foreign national employees: select Income Code 18, if it’s available

5) Always answer **Yes** to the following question.

Are you legally allowed to work? \* 

**Yes**     No


6) Put your estimated annual salary in the total compensation box, the following screenshot is an example.

Total compensation you expect to be paid for teaching or reserach in the current tax year \* 

\$	48,000.00
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**Note:** Enter an estimated amount if you do not know the exact amount.

7) If you are asked with the following question, always answer **Yes**.

Is the research for the public interest (for a non-profit organization)? \* 

Yes     No

8) Put your estimated annual salary in the payment box. See screenshot below for example.

## Payments 2023

Compensation for teaching or research (Income code 19)

Payer's name

University of Arkansas for Medical Sciences

Amount \*

\$ 48,000.00

After you complete all the information, Sprintax Calculus will do a Substantial Presence Test for you automatically. Click on **Final Summary** to find out if you are a Resident Alien or Non-Resident Alien for tax purposes for that tax year and if you have a FICA exemption or a tax treaty.

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

Snow White

## Summary 2023

**General Info**

First Name  Middle Name

Last Name  Country of Passport/Citizenship

Click on Tax forms, you can see your RA/NRA determination and other information in the **Sprintax Tax Summary** form too.

### Other Forms



[Review and sign](#)

#### 4. What forms do you need to sign?

If you don't have a FICA exemption or a tax treaty, you don't need to sign any forms.

If you have a FICA exemption, you don't need to sign any forms.


If you have a tax treaty, you only need to sign the Form 8233 and Statement for form 8233 or Form W-9 and statement for Form W-9.

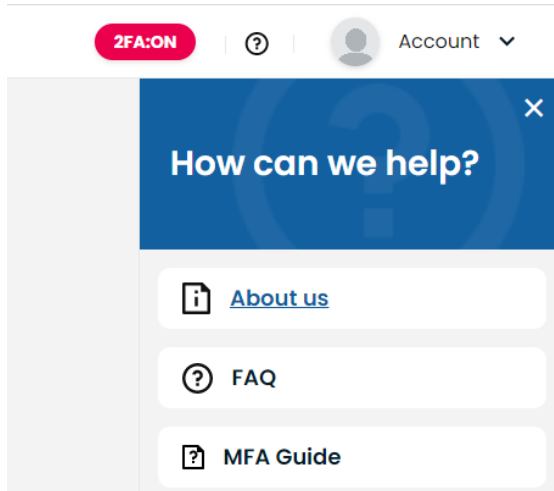
You don't need to sign W-4 form.

#### 5. **If you have a tax treaty and have a form 8233/W-9 in SC, how do you sign the forms?**

You have two options to sign the forms.

##### Option one: E-sign the forms.

- 1) If you choose to E-sign the forms, click on the  beside your account, and then you can see the following window pop up, click on **MFA Guide**. You can see the attached MFA Guide for instructions too.



- 2) Follow the guide to install google/Microsoft Authenticator App to your phone. Then log into the App by using the same credentials you use to log into SC.  
**Please remember to do this step**, otherwise you won't be able to receive the two factors verification code which is required for you to log back into SC next time. Do not uninstall the authenticator app after it's been activated, otherwise, you will lose the connection to SC and need to request the Immigration Services Office to reset your MFA.
- 3) Once you see your 2FA is on, you will be able to e-sign the forms in SC. After you e-sign your forms, please notify the Immigration Services Office. You don't need to bring your forms to the Immigration Services Office.



**Option two: sign the forms manually.**

If you prefer to sign your forms manually. Please do the following steps.

- 1) If you have a form 8233  
Download the form 8233 and the statement for form 8233 (if there's one in SC), sign and date the form, and bring the signed form to the Immigration Services Office.  
The Immigration Services Office will sign the form 8233 and keep the original, giving you a copy.
- 2) If you have a form W-9  
Download the form W-9 and the statement for form 8233 (if there's one in SC), sign and date the form. You keep the original, and send a scanned copy to the Immigration Services.

**6. What do you do, if you still have issues in logging in SC even after using the two-factor Authentication code?**

As we mentioned previously, if you have turned on 2FA, you have to use two-factor Authentication code to log back into SC. Please see the following screenshot.

# Log In

Log in to your Sprintax Calculus account

Don't have an account? [sign\\_up](#)

Username \*

lingling9592@gmail.com

Password \*

[Forgotten password?](#)

.....

Two-Factor Authentication

51631d

Login

\_You can get the code on your google/Microsoft Authenticator App on your phone, but please double check if you are using the most recent one to log in.

\_If you still have issues after using the most recent code to log into SC, please email [askimmigration@uams.edu](mailto:askimmigration@uams.edu) to request us to reset your MFA. You will receive an auto email from SC with a link to reset your MFA. Just click the link and do the reset MFA steps. After that, you won't be required to use the two-factors authentication code to log back into SC. If you want to E-sign the form again, you need to turn on the 2FA again.

## 7. If you still have questions, what do you do?

Email [askimmigration@uams.edu](mailto:askimmigration@uams.edu) to ask for help.