

INSTRUCTIONS FOR DOWNLOADING, PRINTING, MAILING INCOME TAX RETURN

STEP #1: Preparing to Submit Your Income Tax Return

- 1) **Review Your Filing:** Take a moment to carefully examine all the information you have entered for your tax return in each section of Sprintax.
- 2) **Remove Unnecessary Services:** You will be asked if you would like other services to assist in completing your tax return. Click the button that indicates you want to submit without other services. You do not need other services or the Sprintax FORMS part of the platform.
- 3) **Enter the FREE Federal Code:** Look for the email from ISSS@fhsu.edu containing a FREE Federal code. Enter this code where prompted.
- 4) **Pay Only for State Income Tax Return Filing:** You should only be charged for your filing of the Kansas income tax return.
- 5) **Submit Your Return:** Once you have reviewed everything and made necessary adjustments, made payment, proceed to submit your tax return.

STEP #2 - Downloading and Printing Your Income Tax Returns

Once you have submitted your income tax return, follow these steps to download and print your documents:

- 1) Sprintax will guide you to the necessary documents for download and printing.
- 2) You will find both Federal and State income tax returns for download.
- 3) Save both files to your computer where you can easily access them in the future.
 - a. You can also retrieve files from Sprintax's website by logging in.
- 4) Print all Federal (1040NR) and State (K-40) tax documents two times
 - a. Make sure to choose the 'one sided' option when printing as you do not want any document on the back side.
 - b. Among the two downloaded files, some are "instruction pages and copy pages". You only need to print those documents once.

NOTE--In the federal packet, there are pages at the beginning that say "instruction page only, do not mail with your tax return" in the upper right corner. They are followed by the actual return filing documents that you should print twice. After that, you have the copy pages, which are copies for you to keep for your own records. They have the word "COPY" across the page in the background.

In the state packet, there is a similar format. The first pages say "DO NOT MAIL WITH YOUR RETURN" across the page in the background. Then they are followed again by the actual return pages that you should print twice. At the end, you have the copy pages for your own record with the COPY word in the background across the page.

In summary, if the pages say, "Instructions only" or "do not mail with your return" or "copy", you only need to print them once. If the page does not have any of those, they need to be printed twice.

STEP #3 - Mailing Your Tax Documents

NOTE--Before you begin, gather the following materials:

- Scissors
- A blue pen if possible
- Federal income tax filing forms
- Kansas income tax filing forms
- Tax forms such as W2, 1042-S, 1099, etc. You may not have all of these forms
- Two yellow envelopes provided by International Office
- Stamps for mailing

FEDERAL FILING

- 1) Review and Sign Documents:
 - a) Find the Federal Tax Return Checklist.
 - b) Under #1 Review and sign the following form(s) where indicated with a pen mark; sign where indicated on the listed forms.
 - c) Gather all documents listed.

- 2) Prepare Supporting Documents:
 - a) Under #2 gather copies of all your income and tax withholding statements from U.S. income sources you used to prepare the filing
 - b) Include:
 - i) Your 1040NR form ("DRAFT" marked copy is for your records).
 - ii) Sections from your W2 and 1042-S forms. Cut these sections as indicated at the bottom left of each. See image example.
 - iii) For W2 forms: Cut sections labeled Copy B, Copy C, and Copy 2 (two copies).
 - iv) For 1042-S forms: Cut sections labeled Copy B, Copy C, and Copy 2.

- 3) Organize and Mail:
 - a) Once you have all the necessary documents, paperclip them together. **DO NOT STAPLE**
 - b) Place them in the yellow envelope provided by the International Office, which should be addressed to the Department of Treasury.
 - c) Securely seal the envelope and affix the appropriate postage.
 - d) Write your Hays mailing address at the top left corner.

KANSAS FILING

- 1) Review and Sign Documents:
 - a) Find the Kansas Tax Return Checklist.
 - b) Under #1 Review and sign the following form(s) where indicated with a pen mark; sign where indicated on the listed forms.
 - c) Gather all documents listed.

- 2) Prepare Supporting Documents:
 - a) Under #2 gather copies of all your income and tax withholding statements from U.S. income sources you used to prepare the filing
 - b) Include:
 - i) Your K-40 form ("DRAFT" marked copy is for your records).

- ii) Sections from your W2 and 1042-S forms. Cut these sections as indicated at the bottom left of each. See image example.
 - iii) For W2 forms: Cut sections labeled Copy B, Copy C, and Copy 2 (two copies).
 - iv) For 1042-S forms: Cut sections labeled Copy B, Copy C, and Copy 2.
- 3) Organize and Mail:
- a) Once you have all the necessary documents, paperclip them together.
 - b) Place them in the yellow envelope provided by the International Office, which should be addressed to the Kansas Department of Revenue.
 - c) Securely seal the envelope and affix the appropriate postage.
 - d) Write your Hays mailing address at the top left corner.
- 4) TRANSFER STUDENTS
- If you transferred from another US university and worked in 2023 in different states, you will have to file that State's income tax return and the Kansas income tax return. This can all be done in Sprintax.

This process ensures that your income tax filing documents are properly organized and ready for mailing.

There are Frequently Asked Questions pages that are for you to review and keep.

Form W-2 Wage and Tax Statement 2023				7 Social security tips	1 Wages, tips, other comp.	2 Federal income tax withheld
c Employer's name, address, and ZIP code				8 Allocated tips	3 Social security wages	4 Social security tax withheld
				9	5 Medicare wages and tips	6 Medicare tax withheld
				10 Dependent care benefits	11 Nonqualified plans	12a See instructions for box 12
e Employee's name, address, and ZIP code				13 <small>Statutory employee Retirement plan Nonprofit safety</small>	14 Other	12b
				b Employer identification number (EIN)		12c
				a Employee's social security no.		12d
15 State	Employer's state ID no.	16 State wages, tips, etc.	17 State income tax	18 Local wages, tips, etc.	19 Local income tax	20 Locality name
Copy B To Be Filed With Employee's FEDERAL Tax Return				This information is being furnished to the Internal Revenue Service. OMB No. 1545-0008		Dept. of the Treasury - IRS Visit the IRS Web Site at www.irs.gov/efile
Form W-2 Wage and Tax Statement 2023				7 Social security tips	1 Wages, tips, other comp.	2 Federal income tax withheld
c Employer's name, address, and ZIP code				8 Allocated tips	3 Social security wages	4 Social security tax withheld
				9	5 Medicare wages and tips	6 Medicare tax withheld
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				b Employer identification number (EIN)		12c
				a Employee's social security no.		12d
15 State	Employer's state ID no.	16 State wages, tips, etc.	17 State income tax	18 Local wages, tips, etc.	19 Local income tax	20 Locality name
Copy C For EMPLOYEE'S RECORDS (See Notice to Employee on back of Copy B.)				OMB No. 1545-0008		Dept. of the Treasury - IRS
Form W-2 Wage and Tax Statement 2023				7 Social security tips	1 Wages, tips, other comp.	2 Federal income tax withheld
c Employer's name, address, and ZIP code				8 Allocated tips	3 Social security wages	4 Social security tax withheld
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15 State	Employer's state ID no.	16 State wages, tips, etc.	17 State income tax	18 Local wages, tips, etc.	19 Local income tax	20 Locality name
Copy 2 To Be Filed With Employee's State, City, or Local Income Tax Return				OMB No. 1545-0008		Dept. of the Treasury - IRS
Form W-2 Wage and Tax Statement 2023				7 Social security tips	1 Wages, tips, other comp.	2 Federal income tax withheld
c Employer's name, address, and ZIP code				8 Allocated tips	3 Social security wages	4 Social security tax withheld
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e Employee's name, address, and ZIP code				13 <small>Statutory employee Retirement plan Nonprofit safety</small>	14 Other	12b
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				a Employee's social security no.		12d
15 State	Employer's state ID no.	16 State wages, tips, etc.	17 State income tax	18 Local wages, tips, etc.	19 Local income tax	20 Locality name
Copy 2 To Be Filed With Employee's State, City, or Local Income Tax Return				L87	OMB No. 1545-0008	5206 Dept. of the Treasury - IRS

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Form 1042-S Sample:

Form 1042-S Department of the Treasury Internal Revenue Service		Foreign Person's U.S. Source Income Subject to Withholding				2007		OMB No. 1545-0096 Copy B for Recipient Retain for your records			
1 Income code	2 Gross Income	3 Withholding allowances	4 Net Income	5 Tax rate	6 Exemption code	7 U.S. Federal tax withheld	8 Amount repaid to recipient				
9 Withholding agent's EIN <input checked="" type="checkbox"/> EIN 866004791		14 Recipient's U.S. TIN, if any <input type="checkbox"/> SSN or ITIN <input type="checkbox"/> EIN <input type="checkbox"/> QI-EIN				15 Recipient's country of residence for tax purposes				16 Country code	
10a WITHHOLDING AGENT'S name The University of Arizona		10b Address (number and street) FSO/Payroll Operations P.O. Box 3310		10c Additional address line (room or suite no.) TUCSON, AZ		10d City or town, province or state, and country TUCSON, AZ		10e ZIP code or foreign postal code 85722-3310		17 Non-Qualified Intermediary's (NQI's)/flow-through entity's name	18 Country code
11 Recipient's account number (optional)		12 Recipient Code		13a RECIPIENT'S name		13b Address (number and street)		13c Additional address line (room and suite no.)		13d City or town, province or state, and country 13e ZIP code or foreign postal code	
19a NQI's/flow-through entity's address (number and street)		19b Additional address line (room and suite no.)		19c City or town, province or state, and country		19d ZIP code or foreign postal code		20 NQI's/flow-through entity's TIN, if any		21 PAYER'S name and TIN (if different from withholding agent's)	
22 State income tax withheld		23 Payer's state tax no. 7-45400		24 Name of state ARIZONA							

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Form 1042-S Department of the Treasury Internal Revenue Service		Foreign Person's U.S. Source Income Subject to Withholding				2007		OMB No. 1545-0096 Copy C for Recipient Attach to any federal return you file			
1 Income code	2 Gross Income	3 Withholding allowances	4 Net Income	5 Tax rate	6 Exemption code	7 U.S. Federal tax withheld	8 Amount repaid to recipient				
9 Withholding agent's EIN <input checked="" type="checkbox"/> EIN 866004791		14 Recipient's U.S. TIN, if any <input type="checkbox"/> SSN or ITIN <input type="checkbox"/> EIN <input type="checkbox"/> QI-EIN				15 Recipient's country of residence for tax purposes				16 Country code	
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19a NQI's/flow-through entity's address (number and street)		19b Additional address line (room and suite no.)		19c City or town, province or state, and country		19d ZIP code or foreign postal code		20 NQI's/flow-through entity's TIN, if any		21 PAYER'S name and TIN (if different from withholding agent's)	
22 State income tax withheld		23 Payer's state tax no. 7-45400		24 Name of state ARIZONA							

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Form 1042-S Department of the Treasury Internal Revenue Service		Foreign Person's U.S. Source Income Subject to Withholding				2007		OMB No. 1545-0096 Copy D for Recipient Attach to any state tax return you file			
1 Income code	2 Gross Income	3 Withholding allowances	4 Net Income	5 Tax rate	6 Exemption code	7 U.S. Federal tax withheld	8 Amount repaid to recipient				
9 Withholding agent's EIN <input checked="" type="checkbox"/> EIN 866004791		14 Recipient's U.S. TIN, if any <input type="checkbox"/> SSN or ITIN <input type="checkbox"/> EIN <input type="checkbox"/> QI-EIN				15 Recipient's country of residence for tax purposes				16 Country code	
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