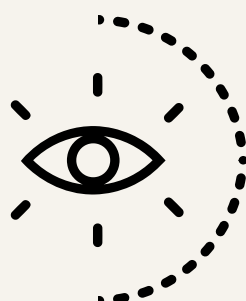


INCOME TAX PREPARATION RESOURCES

(FOR INCOME EARNED IN 2023)

1 REVIEW ANNUAL INCOME TAX FILING RESOURCES ON THE [OISSS WEBSITE](https://oisss.brown.edu/working-and-living/taxes/annual-income-tax-return-filing).

Instructions, term definitions, links to Sprintax>Returns software, tax documents available in Sprintax-Calculus, links to tax-related sites: list of countries with tax treaties, tax forms, and income tax completion resources for Residents-for-Tax-Purposes. [Visit: oisss.brown.edu/working-and-living/taxes/annual-income-tax-return-filing]



2 GATHER YOUR TAX DOCUMENTS, ACCESS YOUR US TRAVEL HISTORY (I-94), PASSPORT, I-20/DS-2019, AND SOCIAL SECURITY NUMBER.

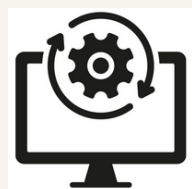
You may receive multiple types of tax statements depending on your particular income and circumstances. If you had multiple employers during the year, you will be receiving tax statements from each employer. You need to complete a State return for each state in which you were employed in 2023. These documents will be needed when completing your return(s) in Sprintax>Returns.

***Did not earn any US income in 2023? File only Form 8843** [irs.gov/pub/irs-pdf/f8843.pdf]



3 USE [SPRINTAX-RETURNS](#) SOFTWARE TO COMPLETE YOUR INCOME TAX RETURNS

- Determine your US Tax Residency Status
- Prepare your **Non-Resident 1040NR Federal** Income Tax Return (1 Federal Tax prep fee waived)
- Prepare your **Non-Resident 1040NR State** Income Tax Return (**1 State Tax prep fee waived**)
- If you have multiple State Income Tax Returns to file, you can use Sprintax>Returns to prepare your 2nd, & consecutive State Returns for a fee
- **Register** for the Sprintax Non-Resident Tax Webinar (specifically for *Brown University*): Thurs., March 7th at 1:00 -2:00pm EST
- Register for up to 6 additional Sprintax Nonresident Tax Webinars being offered between Feb. 28th and April 15th - see [this schedule](#) for dates and registration links.
- **Be sure to access Sprintax>Returns from the [OISSS website](#) to receive Brown discount**

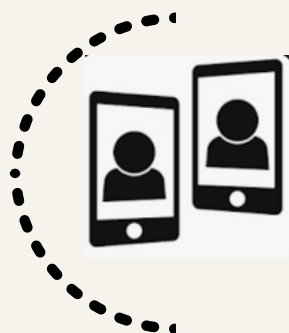


4 STILL HAVE A QUESTION AFTER USING SPRINTAX-RETURNS? SCHEDULE A MINI-CONSULTATION WITH AN INTERNATIONAL TAX SPECIALIST.

To schedule a mini-consultation with **Devine & Associates, LLC**:

Email Elizabeth.devine@devineaccounting.com or call (401) 254-0151 to register. Limited

appointments available now through April 13th, Mon-Fri (8am-7:30pm) & Sat (8am-3pm). It is critical that you have attempted to complete your return in Sprintax>Returns **prior to this appointment**.



5 WHEN SPRINTAX-RETURNS DETERMINES THAT YOU ARE A [RESIDENT](#) FOR TAX PURPOSES

- Sprintax>Returns cannot process your return
- File your tax returns the same way U.S. citizens do using **Federal 1040**:
 - TurboTax - turbotax.intuit.com
 - H&R Block - hrblock.com
 - VITA Services - irs.treasury.gov/freetaxprep/



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The deadline to file personal Federal & State income Tax returns or file extensions is Monday, April 15, 2024.

Have questions about these resources? Email globalbrown@brown.edu.

INCOME TAX PREPARATION RESOURCES

(FOR INCOME EARNED IN 2023)

6

LAST STEP - FILE YOUR RETURNS: COMPLETE BOTH YOUR FEDERAL & STATE INCOME TAX RETURNS. SIGN AND SUBMIT BY THE APRIL 15TH DEADLINE.

Sprintax>Returns will inform users if they are eligible to e-file and/or provide instructions on mailing a hard copy return. State returns usually need to be physically mailed.

Need to file an extension? Visit the [OISSS website](#) for Federal & State extension request forms.



7

NOT ABLE TO FILE YOUR TAXES BY THE APRIL 15TH DEADLINE?

YOU NEED TO FILE AN EXTENSION BY APRIL 15TH

If you cannot file your annual U.S. Federal and State Income Tax Returns by the filing deadline, make sure to at least file an extension of time by the tax deadline. Visit the [OISSS website](#) or visit the links below for more information.



2023 FEDERAL [4868 Extension of Time](#)

2023 Rhode Island STATE [RI-4868 Extension of Time](#)

Extensions allow you an automatic 6-month extension to file. Mark your calendars and file before your extension expires.

8

AFTER THE TAX FILING DEADLINE & THE CLOSE OF TAX FILING SEASON (MAY, JUNE, AND BEYOND) WHAT TO DO IF YOU HAVE A QUESTION OR STILL NEED TO COMPLETE YOUR INCOME TAX RETURNS

Global Brown contracts with Devine & Associates, LLC for a specific period of time during tax filing season. This support is thoughtfully defined to encompass an educational webinar for international graduate students and scholars, mini-consultations and email inquiries throughout the tax filing season.



If you have not yet completed your tax returns, have a complex issue or need to begin the process, the following is available:

- Use Sprintax to complete your returns
- Have a question about how to complete your returns?
 - Contact Sprintax for support
 - VITA Services -irs.treasury.gov/freetaxprep/
- Need a higher level of consultation to complete your returns? Contact a CPA for private consultation ([for a fee](#)). There are many highly qualified accountants to assist you. Below are CPA's that have recently worked with Brown. [As with all professional services, we encourage you to inquire with all firms, in advance of services, on rates, available services, etc.](#)
 - Devine & Associates, LLC
 - Contact: Elizabeth.devine@devineaccounting.com
 - Kenneth Richards, CPA
 - Contact: ken.richards@richardscpatax.com

Brown does not employ licensed tax advisors and is not licensed to advise individuals on matters related to personal income tax filing.



BROWN

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Have questions about these resources? Email globalbrown@brown.edu.