

INCOME TAX PREPARATION RESOURCES

(FOR FILING FORM 8843 OR INCOME EARNED IN 2024)

TAX FILING DEADLINE/POSTMARKED - IN MAIL BY: TUESDAY, APRIL 15, 2025

1 REVIEW ANNUAL INCOME TAX FILING RESOURCES ON THE [OISSS WEBSITE](#).

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: oiss.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 2024. These documents will be needed when completing your return(s) in Sprintax>Returns.

IMPORTANT: Did not earn any US income in 2024? You need only to file Form 8843 [irs.gov/pub/irs-pdf/f8843.pdf], you do not need to file income tax returns.



3 DETERMINE IF YOU ARE ELIGIBLE FOR [TAX EXEMPTION IN SPRINTAX CALCULUS](#) BEFORE COMPLETING YOUR RETURNS.

International students are subject to a 14% federal and 3.75% state withholding rate on the taxable portion of the scholarship/fellowship/grant and income. Taxation may be avoided if the student's country of residence has a tax treaty with the U.S which exempts their income from taxation. Students who claim that part or all of the income is exempt from taxation because of a tax treaty must enter their specific data pertaining their immigration and tax status into Brown's computerized database, [Sprintax Calculus](#) to receive their tax treaty analysis.

4 USE [SPRINTAX-RETURNS](#) SOFTWARE TO COMPLETE YOUR INCOME TAX RETURNS & UPCOMING SPRINTAX WEBINARS

- 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)** Tuesday March 4th, 2025 at 11:00AM-12:00pm (Noon) EST.
- Register for additional Sprintax Non-Resident Tax Webinars being offered between February 26th and April 14th. See [this schedule](#) for dates and registration links.
- **To receive fee waivers for your free Federal & RI State (or 1 State filing) tax returns: Be sure to ACCESS Sprintax>Returns from the [OISSS website](#)** (not a local web search) **to receive Brown discount.**



5 STILL HAVE A QUESTION AFTER USING SPRINTAX-RETURNS? SCHEDULE A [ONE TIME MINI-CONSULTATION](#) WITH AN INTERNATIONAL TAX SPECIALIST.

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

Appointments are available beginning March 3rd through Friday, April 11th. Mon-Fri (8am-7:30pm) & Sat (8am-3pm). [Appointments open once Sprintax Returns software is live on the OISSS website.](#)

To schedule your appointment:

1. **It is critical to make an initial attempt to complete your returns:** [Before scheduling this appointment](#), have your partially completed returns in hand. Attempt to complete your returns in advance. This appointment is intended for more complex tax questions not addressed by Sprintax>Returns or for clarification on how to proceed in the software when unsure of how to report answers.
2. **Email Devine & Assocs. to register for an appointment:** Email elizabeth.devine@devineaccounting.com or call (401) 254-0151 to register for your appointment; copy globalbrown@brown.edu. You will receive a registration form to schedule this appointment. This is not an immediate process, plan ahead!
3. **Complete your appointment registration form immediately to allow the firm time to schedule;** copy globalbrown@brown.edu.

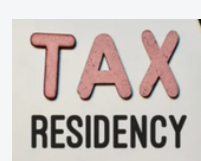
[Appointment Guidelines](#)

- Please do not call the firm requesting immediate attention or same day appointments. Devine & Assoc. is a full service private accounting firm and reserves specific dates & times for Brown-contracted appointments.
- Plan ahead! Submit your registration form in advance to allow the firm processing time to schedule your appointment.
- Be prepared for your appointment - have your tax documents in hand, be specific on what needs clarification, make the most of your appointment time by doing all pre-work possible.
- [Students and scholars are restricted to one appointment per person.](#) See resources for private tax consultations when in need of a higher level of support (private consultation fees apply).
- Appointments conclude on Saturday, April 12th - all appointments will be scheduled in advance. Plan to file extensions if you have unresolved questions related to filing your returns.
- These mini-consultations support tax filers who are required to complete tax form 1040NR and/or filers whose tax residency status changed within the 2024 tax year. **For individuals, determined to be Residents for tax purposes by Sprintax>Returns, [utilize tax filing software resources TurboTax, H&R Block, or VITA Services](#) rather than scheduling these consults.**



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

- Sprintax>Returns cannot process your return, this software supports only non-resident returns. Residents for tax purposes use the same forms and mailing addresses as U.S. citizens.
- 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/



The deadline to file (submit in mail [with official postmark](#)) your Federal & State income Tax returns or file extensions is Tuesday, April 15, 2025.

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

INCOME TAX PREPARATION RESOURCES

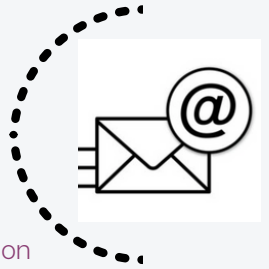
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LAST STEP - FILE YOUR RETURNS: COMPLETE BOTH YOUR FEDERAL & STATE INCOME TAX RETURNS. SIGN AND MAIL W/POSTMARK BY THE APRIL 15TH DEADLINE.

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. To meet the filing deadline, your returns must be **postmarked** by April 15th. Post your returns or extension requests by e-file (when applicable) or mail by/before that date.



Need to file an extension? Visit the [OISSS website](#) for Federal & State extension request forms. Extensions provide an automatic 6 more months to file (October 15th).

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NOT ABLE TO COMPLETE OR 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 file an extension of time by the tax deadline for each. Visit the [OISSS website](#) or visit the links below for more information.



2024 FEDERAL [4868 Extension of Time](#)

2024 Rhode Island STATE [RI-4868 Extension of Time](#)

Extensions allow you an automatic 6-month extension to file (October 15th). Mark your calendars and file before your extension expires.

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AFTER THE APRIL 15TH TAX FILING DEADLINE 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 Returns** to complete your returns
- **Have a question about how to complete your returns?**
 - Contact Sprintax Returns for support
 - VITA Services - irs.treasury.gov/freetaxprep/
- **Contact a CPA for private consultation (for a fee).** Need a higher level of consultation to complete your returns? 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.

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HELPFUL LINKS

- To determine your tax treaty benefits: [Sprintax Calculus](#) (Foreign National Tax Office)
- Software to complete your Federal & State Income Tax Returns: [Sprintax Returns](#) (Office of International Student & Scholar Services)
- **Did not earn any US income in 2024?** You need only to file Form 8843 [irs.gov/pub/irs-pdf/f8843.pdf], you do not need to file income tax returns.
- Are you a Resident for Tax Purposes? Filing resources: [TurboTax](#), [H&R Block](#), [VITA Services](#)
- Learn more about tax refunds (when applicable): irs.gov/refunds; How to check on your refund: irs.gov/wheres-my-refund, Rhode Island State [Where's My Refund](#)
- Need to file your 1040NR for a prior year? View forms to file [here](#). Sprintax software is available for a fee.
- Need to file your RI-1040NR for 2023? View form [here](#). RI-1040NR for [2022](#). Sprintax software is available for a fee.
- Forms:
 - [1040NR](#) (Federal Non-Resident Income Tax Return form) - Sprintax Returns completes this form for you when you use Sprintax software.
 - Extension request for 1040NR; [Form 4868](https://irs.gov/pub/irs-pdf/f4868.pdf) (irs.gov/pub/irs-pdf/f4868.pdf)
 - [RI-1040NR](#) (RI State Non-Resident Income Tax Return form) - Sprintax Returns completes this form for you when you use Sprintax software.
 - Extension request for RI-1040NR; [Form RI-4868](https://tax.ri.gov/sites/g/files/xkgbur541/files/2024-12/2024%20RI-4868_w.pdf) (tax.ri.gov/sites/g/files/xkgbur541/files/2024-12/2024%20RI-4868_w.pdf)



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