

INTERNATIONAL STUDENT GLACIER TAX PREP WORKSHOPS



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UNIVERSITY

NSU
Florida

GLACIER TAX PREP WORKSHOPS



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WORKSHOP OBJECTIVE:

WORKSHOPS ARE PROVIDED FOR INTERNATIONAL AFFAIRS STAFF TO:



WALK STUDENTS THROUGH THE GLACIER TAX PREP (GTP) SOFTWARE

WHICH HAS BEEN PURCHASED TO HELP F-1 STUDENTS COMPLETE THEIR U.S. FEDERAL TAX FILING REQUIREMENTS.

WORKSHOP RESTRICTIONS:

DURING THESE WORKSHOPS INTERNATIONAL AFFAIRS STAFF ARE **NOT ABLE TO:**

- ☒ ADVISE WHICH TAX FORMS STUDENTS ARE REQUIRED TO COMPLETE
- ☒ HELP STUDENTS COMPLETE THEIR TAX FORMS
- ☒ PROVIDE TAX DOCUMENTS*
- ☒ RESOLVE ITIN ISSUES
- ☒ **PROVIDE ANY TAX ADVICE**

*OIA does have copies of 1042-S forms for any student who was issued this form by NSU

GLACIER TAX PREP WORKSHOPS



DON'T WORRY!

GLACIER TAX PREP (GTP) SOFTWARE IS **EASY TO USE** AND **INTUITIVE**!

MOST STUDENTS ARE ABLE TO USE THIS SOFTWARE ON THEIR OWN OR WITH SUPPORT FROM INTERNATIONAL AFFAIRS TO COMPLETE THEIR U.S. FEDERAL TAX RESPONSIBILITIES!

IF YOU NEED ADDITIONAL HELP:

PLEASE REFER TO THE HANDOUT FOR EXTERNAL TAX PREPARATION RESOURCES. A FEW IMPORTANT NOTES FOR ANYONE SEEKING TAX ADVICE:



ENSURE THE TAX ADVISOR KNOWS YOU ARE AN F-1 STUDENT AND IS ABLE TO ASSIST YOU WITH **NON-RESIDENT ALIEN TAXES** (FORM 1040NR / 1040NR-EZ)



MOST TAX SOFTWARE OPTIONS OTHER THAN GTP (TURBOTAX, ETC.) **ARE NOT DESIGNED FOR NON-RESIDENT ALIEN TAXES!**

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FORMS & DOCUMENTS NEEDED TO COMPLETE TAXES

ALL STUDENTS WILL NEED THE FOLLOWING:



RECORD OF ALL TRAVEL TO AND FROM THE US

MOST STUDENTS MAY USE YOUR I-94 RECORD AT <https://i94.cbp.dhs.gov>
IF YOU TRAVELED BY BOAT OR LAND THOSE DATES MAY NOT BE RECORDED IN
YOUR I-94 AND YOU WILL NEED TO REMEMBER THOSE DATES ON YOUR OWN.



SOCIAL SECURITY NUMBER (SSN)

IF ISSUED



INDIVIDUAL TAXPAYER IDENTIFICATION NUMBER (ITIN)

IF ISSUED



INCOME STATEMENTS

DISCUSSED ON NEXT SLIDES



PREVIOUS YEAR US FEDERAL TAX RETURNS

IF FILED

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WHICH TAX FORMS DO I NEED?

AN OVER-SIMPLIFIED ANSWER THAT APPLIES TO MOST BUT NOT ALL STUDENTS IS:

DID YOU WORK IN THE UNITED STATES DURING 2018?
(INCLUDING ON-CAMPUS EMPLOYMENT)



YOU WILL NEED A W-2 FORM

THIS FORM IS PROVIDED BY YOUR EMPLOYER IF NSU WAS YOUR EMPLOYER YOU MUST CONTACT PAYROLL@NOVA.EDU TO OBTAIN THIS FORM.

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WHICH TAX FORMS DO I NEED?

AN OVER-SIMPLIFIED ANSWER THAT APPLIES TO MOST BUT NOT ALL STUDENTS IS:

DID YOU RECEIVE A SCHOLARSHIP FOR NON-QUALIFIED EXPENSES IN 2018?

- NON-QUALIFIED EXPENSES ARE ANYTHING OTHER THAN TUITION & FEES, INCLUDING HOUSING, FOOD, ETC.
- THIS DOES NOT INCLUDE SCHOLARSHIPS FROM YOUR HOME COUNTRY



YOU WILL NEED A 1042-S FORM

THIS FORM IS PROVIDED BY THE ORGANIZATION THAT ISSUED YOUR SCHOLARSHIP. FOR MOST STUDENTS THIS IS YOUR UNIVERSITY.

IF YOU RECEIVED AN NSU SCHOLARSHIP FOR NON-QUALIFIED EXPENSES 1042-S FORMS WERE SENT TO YOUR HOME ADDRESS. OIA ALSO HAS A COPY OF THIS FORM FOR YOU. QUESTIONS ABOUT 1042-S FORMS SHOULD BE SENT TO PAYROLL@NOVA.EDU.

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WHICH TAX FORMS DO I NEED?

OTHER FORMS YOU MAY NEED:

1099-B

SUMMARIZES THE PROCEEDS OF ALL STOCK TRANSACTIONS. ISSUED BY A STOCK BROKER/BARTER.

1099-DIV

REPORTS DIVIDENDS & OTHER INVESTMENT DISTRIBUTIONS. ISSUED BY BANKS & OTHER FINANCIAL INSTITUTIONS.

1099-G

ISSUED BY FEDERAL/STATE/LOCAL GOVERNMENT FOR PAYMENTS MADE FOR UNEMPLOYMENT, INCOME TAX REFUNDS, CREDITS, ETC.

1099-INT

SUMMARIZES INTEREST PAYMENTS FROM US SAVINGS ACCOUNTS, CHECKING ACCOUNTS, AND SAVINGS BONDS. ISSUED BY BANKS & OTHER FINANCIAL INSTITUTIONS.

1099-MISC

IS SIMILAR TO A W-2, TO REPORT INCOME, FOR INDEPENDENT CONTRACTORS. ISSUED BY INDIVIDUAL/ORGANIZATION WHO MADE PAYMENTS.

1099-R

USED TO REPORT DISTRIBUTIONS FROM ANNUITIES, PROFIT-SHARING PLANS, RETIREMENT PLANS, IRAs, INSURANCE CONTRACTS, PENSIONS, ETC.

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WHICH TAX FORMS DO I NEED?

AN OVER-SIMPLIFIED ANSWER THAT APPLIES TO MOST BUT NOT ALL STUDENTS IS:



**NON-RESIDENT ALIENS DO NOT
NEED 1098-T FORMS.**

MOST F-1 STUDENTS ARE NON-RESIDENT ALIENS.

STUDENTS WILL BE ABLE TO DETERMINE IF THEY ARE A NON-RESIDENT ALIEN USING THE GLACIER TAX PREP SOFTWARE AND THE “SUBSTANTIAL PRESENCE TEST”.

IF YOU ARE A NON-RESIDENT ALIEN AND RECEIVED A 1098-T FORM YOU MAY DISCARD IT.

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LET'S GET STARTED!

GO TO WWW.NOVA.EDU/INTERNATIONALAFFAIRS/

CLICK ON

Office of International Students+
and Scholars

CLICK ON

Current Students

CLICK ON

Tax Responsibilities

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THIS PAGE IS **FULL OF INFORMATION** & REPRESENTS THE TAX INFORMATION THAT OIA IS ABLE TO PROVIDE, **IN IT'S ENTIRETY.**

IF THE ANSWER TO YOUR QUESTION ISN'T HERE, OIA PROBABLY CANNOT HELP AND **YOU WILL NEED TO SEEK OUTSIDE ASSISTANCE.**

Tax Responsibilities

Foreign Student/Foreign Scholar Filing Requirements for U.S. Federal Income Tax

This information is for students in F-1 and J-1 status and scholars in J-1, and it is intended to provide you with a general overview of the US Income Tax filing requirements and the services that we provide at the Office of International Students and Scholars.

NSU does not give tax advice and does not guarantee nor are we responsible for any final tax results. It is the responsibility of each international student, scholar and dependent to comply with U.S. tax regulations. We offer information in the form of resources; however, our staff is not trained to give any tax advice and we disclaim any liability caused by any misinterpretation or misuse of the resources at the student's disposal.

Who Needs to File a Return?



Glacier Tax Prep Software Program



Documents Needed to File



Access the Glacier Tax Prep Program



Choosing a Paid Preparer



Filing Your Own Return



IMPORTANT Information for Students on NSU Institutional Scholarships



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Access the Glacier Tax Prep Program



Access the GTP here and follow instructions—**CLICK ON THE LOGO**



Authentication required

<https://www.nova.edu>

Username

Password

Log in

Cancel

ENTER YOUR NSU CREDENTIALS

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Access the Glacier Tax Prep Program

Access the GTP here and follow instructions—**CLICK ON THE LOGO**



**ENTER YOUR NSU
CREDENTIALS**

Authentication required

https://www.nova.edu

Username

Password

Log in

Cancel

Current Students

Access Glacier Tax Prep



Click on the logo

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Welcome to GLACIER Tax Prep

Account Information

If you **HAVE** a GLACIER Tax Prep account, simply enter your UserID and Password.*

UserID

Password

Log In

[Forgot Login](#)
[Having Trouble Logging In?](#)



New Users

If you have **NEVER** logged into GLACIER Tax Prep, you must Create a New Account.*

Create New Account

IF YOU HAVE **PREVIOUSLY USED** GTP SOFTWARE THEN ENTER THE ID & PASSWORD YOU PREVIOUSLY USED TO ACCESS YOUR ACCOUNT.

IF YOU ARE UNABLE TO LOGIN, USE THE FORGOT LOGIN SCREEN TO OBTAIN YOUR USERID & PASSWORD INFORMATION.

NOTE: MANY STUDENTS WHO HAVE USED GTP IN THE PAST TRY THEIR CURRENT NSU LOGIN CREDENTIALS. IF YOU HAVE CHANGED YOUR PASSWORD IN THE PAST YEAR THIS WILL NOT WORK. IF YOU CANNOT REMEMBER YOUR OLD PASSWORD YOU WILL NEED TO USE THE PASSWORD RESET.

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Welcome to GLACIER Tax Prep

Account Information

If you **HAVE** a GLACIER Tax Prep account, simply enter your UserID and Password.*

UserID

Password

Log In

[Forgot Login](#)
[Having Trouble Logging In?](#)

New Users

If you have **NEVER** logged into GLACIER Tax Prep, you must Create a New Account.*

Create New Account

BECAUSE GTP SOFTWARE IS SO EASY TO USE, WE ARE ASSUMING MOST INDIVIDUALS ATTENDING THESE WORKSHOPS ARE **NEW USERS**.

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Welcome to GLACIER Tax Prep!

Create New Account

Please select your own UserID and Password.

UserID *

razortheshark (UserID must be at least 8 characters)

Password *

..... (Password must be at least 8 characters; Password is case sensitive.)

Confirm Password *

.....

Email address *

razortheshark@mynsu.nova.edu

Confirm Email address *

razortheshark@mynsu.nova.edu

After you create your New Account, you will return to the Login Screen where you must enter your UserID and Password to Login.

MOST STUDENTS WILL NOT BE ABLE TO USE THEIR NSU USERNAME AND PASSWORD BECAUSE MOST NSU USERNAMES ARE ONLY SIX DIGITS LONG.

YOU MAY CHOOSE IF YOU WILL USE YOUR MYNSU EMAIL ADDRESS OR A PERSONAL EMAIL ADDRESS, JUST MAKE SURE YOU WILL BE ABLE TO ACCESS THE EMAIL ADDRESS IN THE FUTURE.

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IT MAY LOOK LIKE IT DIDN'T WORK BECAUSE IT TAKES YOU TO THE SAME SCREEN, BUT DON'T WORRY! IT WORKED!

Welcome to GLACIER Tax Prep

New GTP Account Created! Please enter your UserID and Password to access your GTP account.

Account Information

If you **HAVE** a GLACIER Tax Prep account, simply enter your UserID and Password.*

UserID

Password

Log In

[Forgot Login](#)
[Having Trouble Logging In?](#)

New Users

If you have **NEVER** logged into GLACIER Tax Prep, you must Create a New Account.*

Create New Account

NOW ENTER THE USERNAME AND PASSWORD YOU JUST CREATED.

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Welcome to GLACIER Tax Prep

To get started, select "I Agree" to the User Agreement

User Agreement:

GLACIER Tax Prep is the property of Arctic International LLC ("Arctic"). It is protected by copyright and other intellectual property laws. © 2018 Arctic International LLC. All rights reserved. **GLACIER** is a registered trademark of Arctic International LLC.

The **GLACIER Tax Prep** system, Online Help, and any other materials related to **GLACIER Tax Prep** may not, in whole or in part, be copied, photocopied, reproduced, translated, or reduced to any electronic medium or machine-readable format without prior consent in writing from Arctic. Subject to the terms and conditions of this User Agreement, Arctic grants you the right to use the **GLACIER Tax Prep** System. **GLACIER Tax Prep** is designed primarily for use by and/or in connection with foreign students, scholars, teachers, researchers, trainees, and other international educational visitors (i.e., F, J, M, or Q immigration statuses, including dependents); however, other individuals may also be able to use the program, depending upon their individual circumstances (i.e., H-1B, O-1, TN, A, G, and other immigration statuses).

You hereby agree: not to give or provide your UserID or Password to any third party, not to use **GLACIER Tax Prep** for the benefit of any third party, not to use **GLACIER Tax Prep** for any illegal purpose, or for any other purpose for which it was not intended. You will be asked to enter information pertaining to your individual

Cancel

I Agree

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LOG OUT | MENU | **HELP** | **FAQ**

More Info

Steps:

Please complete all four steps. After you complete all four steps, **GLACIER Tax Prep** will determine which forms you should file.

EVERY PAGE WILL HAVE THESE **HELP** & **FAQ** BUTTONS AT THE TOP!

EVERY PAGE WILL HAVE A '**MORE INFO**' BOX ON THE RIGHT-HAND SIDE OF THE PAGE WHICH WILL GIVE TIPS FOR COMPLETING THE SPECIFIC PAGE/QUESTION YOU ARE CURRENTLY ANSWERING.

CHECK THESE RESOURCES FIRST!

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Personal Information

First / Personal Name *:

Razor

Middle Name (if any):

The

Last/Sur/Family Name *:

Shark

Primary Email *:

razortheshark@mynsu.nova.edu

Alternate Email:

razortheshark@gmail.com

Passport Number *:

ABC123456

Country That Issued Your Passport *:

Zimbabwe

Country of Citizenship *:

Zimbabwe

Country of Tax Residence *:

Zimbabwe

Back

Next

REMEMBER THAT HELP
INFORMATION IS
PROVIDED ON THE
RIGHT-HAND SIDE OF
THE PAGE.

More Info

First/Personal Name:

Enter your First or Personal Name exactly as it appears in your Passport.

If you do not have a First or Personal Name, enter "FNU", which stands for "First Name Unknown".

Last/Sur/Family Name:

Enter your Last/Sur/Family name exactly as it appears in your Passport.

Country of Tax Residence:

Although you may pay tax in the U.S., unless you are a Resident Alien or Permanent Resident Alien, your Country of Tax Residence is the country to which you owe tax on your "worldwide" income.

Typically, your Country of Tax Residence is the same as your Country of Permanent Residence; however, if you have lived in a country other than your Country of Permanent Residence immediately before coming to the U.S. to study/work, you may have established Tax Residency in that country.

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Enter Information About Your Visits to the U.S.

Immigration and Visit Information

For EVERY time that you have been present in the U.S. between 2018 all the way back to 1986, including your current visit, you must enter the information below. You do not need to enter the information in chronological order – simply enter your time spent in the U.S. in whatever order you remember it. If you cannot remember the specific dates of arrival/departure and/or the immigration status, please estimate to the best of your ability.

If you were NOT present in the U.S. during 2018, but you received income, select the box at the bottom of the chart. In such case, you must file a U.S. tax return for 2018.

EVERY TIME YOU ENTERED THE US / EVERY TIME YOU LEFT THE US, SINCE 1986.

Date of Arrival in U.S. OR Date Immigration Status Started	Estimated or Actual Date of Exit From U.S. OR Date Immigration Status Changed/Ended	Still In U.S.?	Immigration Status of Visit
January 06, 2018		<input checked="" type="checkbox"/>	F-1 Student or OPT or CPT
June 17, 2017	December 09, 2017	<input type="checkbox"/>	F-1 Student or OPT or CPT
March 11, 2017	May 13, 2017	<input type="checkbox"/>	F-1 Student or OPT or CPT
January 06, 2017	March 03, 2017	<input type="checkbox"/>	F-1 Student or OPT or CPT
August 07, 2016	November 22, 2016	<input type="checkbox"/>	F-1 Student or OPT or CPT
June 12, 2016	June 16, 2016	<input type="checkbox"/>	B-2 Tourist
March 17, 2016	April 10, 2016	<input type="checkbox"/>	B-2 Tourist
December 18, 2015	January 09, 2016	<input type="checkbox"/>	B-2 Tourist

Add Rows

MOST STUDENTS MAY USE THE I-94 RECORD AT <https://i94.cbp.dhs.gov> FOR DATES 2013 AND LATER. IF YOU TRAVELED BY BOAT OR LAND THOSE DATES MAY NOT BE RECORDED IN YOUR I-94 AND YOU WILL NEED TO REMEMBER THOSE DATES ON YOUR OWN, AS WELL AS ANY DATES PRIOR TO 2013.

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THIS SCREEN IS JUST “FOR YOUR INFORMATION”, TO SUMMARIZE WHAT YOU ENTERED.

Current Visit For Tax Purposes Summary

	Current Immigration Status or Immigration Status at Departure from U.S.	Date of Arrival for Tax Purposes	Date of Departure
Current Visit	F-1 Student or OPT or CPT	August 07, 2016	Still Present in the U.S.

[Edit](#)

U.S. Visits Summary

Year	Immigration Status	Total Number of Days Present in the U.S.
2017	F-1 Student or OPT or CPT	297
2016	F-1 Student or OPT or CPT	127
2016	B-2 Tourist	39
2015	B-2 Tourist	51
2014	B-2 Tourist	48
2013	B-2 Tourist	14

[Edit](#)

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U.S. Tax Residency Determination Results

You Are A NONRESIDENT ALIEN for U.S. Tax Purposes

Based on the information entered into **GTP**, you are a **Nonresident Alien** for U.S. federal tax purposes for 2018!

A Nonresident Alien for Tax Purposes is required to file **different** tax forms than a U.S. Citizen or Resident Alien and is not eligible to claim the same deductions and allowances as a U.S. Citizen or Resident Alien.

Please select "Go to Step Two" to complete your federal tax return.



YOU CAN USE GLACIER TAX PREP FOR YOUR TAXES



AS GLACIER TAX PREP SOFTWARE IS DESIGNED ONLY FOR NON-RESIDENT ALIENS, IF THIS PAGE INFORMS YOU THAT YOU ARE NOT A NON-RESIDENT ALIEN FOR TAX PURPOSES THEN YOU WILL NOT BE ABLE TO USE GLACIER TAX PREP SOFTWARE.

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OPTION #1 – NO INCOME STATEMENTS

What Income Statements Did You Receive in 2018?

For **EACH UNIQUE** Form that you received, select "**Add Form**" to enter the information for that form. DO NOT combine information from different forms, even if the forms have the same amounts; **enter EACH form separately**. You may enter as many of each form as necessary until you have entered all of your U.S. income.

If you did not receive any income from U.S. sources during 2018, select "I Did Not Receive ANY Income From U.S. Sources During 2018".

Income Statements

Form	Payor	
Form W-2		Add Form
Form 1042-S		Add Form
Form 1099-B		Add Form
Form 1099-DIV		Add Form
Form 1099-G		Add Form
Form 1099-INT		Add Form
Form 1099-MISC		Add Form
Form 1099-R		Add Form
I Received Additional Income From U.S. Sources Not Reported On Any of the Forms Above		Add Income

☒ I Did Not Receive ANY Income From U.S. Sources During 2018

IF YOU DID NOT WORK IN THE UNITED STATES IN 2018 AND YOU DID NOT RECEIVE ANY US SCHOLARSHIPS FOR NON-QUALIFIED EXPENSES IN 2018, AND YOU DID NOT HAVE ANY OTHER SOURCE OF US INCOME IN 2018, CHECK THIS BOX.

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OPTION #1 – NO INCOME STATEMENTS

GTP

No Income from U.S. Sources for 2018

If you received no income from U.S. sources during 2018, you are not required to file a U.S. federal tax return; however, because you are present in the U.S. under F-1, you are required to submit Form 8843.

If you DID receive income from U.S. sources, select Back to update your information; otherwise, select Go To STEP Three to complete Form 8843

[Back](#)[Go To STEP THREE](#)

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OPTION #2 – RECEIVED INCOME STATEMENTS

What Income Statements Did You Receive in 2018?

For **EACH UNIQUE** Form that you received, select “**Add Form**” to enter the information for that form. DO NOT combine information from different forms, even if the forms have the same amounts; **enter EACH form separately**. You may enter as many of each form as necessary until you have entered all of your U.S. income.

If you did not receive any income from U.S. sources during 2018, select “I Did Not Receive ANY Income From U.S. Sources During 2018”.

Income Statements

Form	Payor	
Form W-2		Add Form
Form 1042-S		Add Form
Form 1099-B		Add Form
Form 1099-DIV		Add Form
Form 1099-G		Add Form
Form 1099-INT		Add Form
Form 1099-MISC		Add Form
Form 1099-R		Add Form
I Received Additional Income From U.S. Sources Not Reported On Any of the Forms Above		Add Income

THE MOST COMMON FORMS RECEIVED BY NSU F-1 STUDENTS

W-2 –EMPLOYMENT INCOME

1042-S –SCHOLARSHIPS FOR NON-QUALIFIED EXPENSES INCOME

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OPTION #2 – RECEIVED INCOME STATEMENTS

Form W-2

Enter the information below exactly as it appears on your form. Enter information for **EACH UNIQUE** form separately; DO NOT combine information from multiple forms even if the forms have the same amounts.

You ONLY need to enter information into the boxes that are provided below. While the other information on your form may be important for other reasons, if a box is not provided on the screen below, the data in that box is not relevant to your federal tax return. If your form does not have a value in a box that is provided below, enter 0.

a Employee's social security number		OMB No. 1545-0008		This information is being furnished to the Internal Revenue Service. If you are required to file a tax return, a negligence penalty or other sanction may be imposed on you if this income is taxable and you fail to report it.	
b Employer identification number (EIN)		EINNUMBER		1 Wages, tips, other compensation	2 Federal income tax withheld
				100000	1000
c Employer's name, address, and ZIP code		3 Social security wages	4 Social security tax withheld	1000	1000
		5 Medicare wages and tips	6 Medicare tax withheld	1000	1000
		7 Social security tips	8 Allocated tips		
d Control number		9	10 Dependent care benefits		
e Employee's first name and initial		Last name		11 Nonqualified plans	
				12a See instructions for box 12	
				12b	
				12c	
				12d	
f Employee's address and ZIP code					
15 State	Employer's state ID number	16 State wages, tips, etc.	17 State income tax	18 Local wages, tips, etc.	19 Local income tax
FL		1000	0	1000	1000

Form W-2 Wage and Tax Statement

Copy C—For EMPLOYEE'S RECORDS (See Notice to Employee on the back of Copy B.)

Institution Type

Please select the type of Institution that provided this income reporting form to you:

- ☐ College or University
- ☐ Research Institute, Foundation, Hospital, Health Science Center Directly Affiliated with College or University
- ☐ Research Institute or Foundation, NOT Directly Affiliated with College or University
- ☐ Hospital or Health Science Center NOT Directly Affiliated with College or University
- ☐ Government Agency
- ☐ Corporate Entity

COPY
INFORMATION
DIRECTLY FROM
THE W-2 ISSUED
BY YOUR
EMPLOYER

INDICATE WHAT
TYPE OF
INSTITUTION
YOUR EMPLOYER
WHO ISSUED THIS
W-2 IS/WAS



Form 1042-S

You ONLY need to enter information into the boxes that are provided below. While the other information on your form may be important for other reasons, if a box is not provided on the screen below, the data in that box is not relevant to your federal tax return. If your form does not have a value in a box that is provided below, enter 0.

Form 1042-S Department of the Treasury Internal Revenue Service		Foreign Person's U.S. Source Income Subject to Withholding ▶ Information about Form 1042-S and its separate instructions is at www.irs.gov/form1042s .		OMB No. 1545-0096 Copy B for Recipient	
		UNIQUE FORM IDENTIFIER <input type="checkbox"/> AMENDED <input type="checkbox"/> AMENDMENT NO.			
1 Income code	2 Gross income	3 Chapter indicator. Enter "3" or "4"	13e Recipient's U.S. TIN, if any	13f Ch. 3 status code	
Sele ▼	0	3a Exemption code Sele ▼ Exemption code	13h Recipient's GILN	13i Recipient's foreign tax identification number, if any	13j LOB code
5 Withholding allowance		3b Tax rate - 4b Tax rate -	13k Recipient's account number		
6 Net income		7b Check if tax not deposited with IRS pursuant to escrow procedure <input type="checkbox"/>	13l Recipient's date of birth		
7a Federal tax withheld 0		8 Tax withheld by other agents	14a Primary Withholding Agent's Name (if applicable)		
9 Tax paid by withholding agent		10 Total withholding credit	14b Primary Withholding Agent's EIN		
11 Amount repaid to recipient		12a Withholding agent's EIN	15 Check if pro-rata basis reporting <input type="checkbox"/>		
		12b Ch. 3 status code	15a Intermediary or flow-through entity's EIN, if any		
		12c Ch. 4 status code	15b Ch. 3 status code		
12d Withholding agent's name		15c Ch. 4 status code			
12e Withholding agent's Global Intermediary Identification Number (GILN)		15d Intermediary or flow-through entity's name			
12f Country code		15e Intermediary or flow-through entity's GILN			
12g Foreign taxpayer identification number, if any		15f Country code			
		15g Foreign tax identification number, if any			
12h Address (number and street)		15h Address (number and street)			
12i City or town, state or province, country, ZIP or foreign postal code		15i City or town, state or province, country, ZIP or foreign postal code			
13a Recipient's name		13b Recipient's country code		16a Payer's name	
		Select a Country ▼		16b Payer's TIN	
13c Address (number and street)		16c Payer's GILN		16d Ch. 3 status code	
				16e Ch. 4 status code	
13d City or town, state or province, country, ZIP or foreign postal code					

Please select the type of Institution that provided this income reporting form to you:

- ☒ College or University
- ☐ Research Institute, Foundation, Hospital, Health Science Center Directly Affiliated with College or University
- ☐ Research Institute or Foundation, NOT Directly Affiliated with College or University
- ☐ Hospital or Health Science Center NOT Directly Affiliated with College or University
- ☐ Government Agency
- ☐ Corporate Entity

INDICATE WHAT
TYPE OF
INSTITUTION
PROVIDED YOUR
SCHOLARSHIP

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OPTION #2 – RECEIVED INCOME STATEMENT

YOU MAY HAVE MULTIPLE FORMS OF THE SAME TYPE. ADD EACH ONE SEPARATELY USING THE 'ADD ANOTHER FORM' OPTION.

Income Statements

Form	Payor	
Form W-2		Add Another Form
Form W-2	123456789	Edit Form Delete Form
Form 1042-S		Add Another Form
Form 1042-S	123456789	Edit Form Delete Form
Form 1099-B		Add Form
Form 1099-DIV		Add Form
Form 1099-G		Add Form
Form 1099-INT		Add Form
Form 1099-MISC		Add Form
Form 1099-R		Add Form
I Received Additional Income From U.S. Sources Not Reported On Any of the Forms Above		Add Income
<input type="checkbox"/> I Did Not Receive ANY Income From U.S. Sources During 2018		

[Back](#)

[Next](#)

ONCE YOU HAVE ADDED ALL OF YOUR INCOME STATEMENTS, SELECT **NEXT**.

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OPTION #2 – RECEIVED INCOME STATEMENT

THIS SCREEN IS JUST “FOR YOUR INFORMATION”, TO SUMMARIZE WHAT YOU ENTERED.

Summary of Total Income From U.S. Sources

Based on the information entered from the IRS Statements and other documents you received, along with your eligibility and preference to claim an income tax treaty exemption, following is a summary of your Total Income From U.S. Sources.

Type of U.S. Income	Taxable Amount	Tax Treaty Exempt Amount
Compensation / Salary / Wages	\$100,000.00	\$0.00
Scholarship or Fellowship (non-service)	\$3,000.00	\$0.00
TOTAL U.S. Income (Taxable and Tax Treaty Exempt)		\$103,000.00

Please note that the following amounts are NOT considered U.S. Income and should NOT be included above:

- Amounts credited directly to your student account for Tuition, Required Fees and Books, if applicable.
- Interest paid by a U.S. bank for money held in a checking or savings account or a certificate of deposit.
- Any income that you received from sources outside the U.S. or for work performed outside the U.S.

If the amounts above do not represent your TOTAL INCOME FROM U.S. Sources, click on Back to update your information. Otherwise, continue to Step Three.

Back

Go To STEP THREE



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ALL STUDENTS – ADDRESS INFORMATION

Enter Your U.S. Address

U.S. Address

U.S. Street Address One*:

3301 NSU Street

U.S. Street Address Two:

U.S. City*:

Davie

U.S. State*:

Florida

U.S. Zip Code*:

33314

☐ I Do Not Currently Live in the U.S.

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Next

IF YOU ARE AT THIS WORKSHOP, YOU PROBABLY HAVE A US ADDRESS. IF YOU ARE COMPLETING THE TAXES FROM YOUR HOME COUNTRY, AFTER HAVING LEFT THE US, YOU MAY NOT HAVE A US ADDRESS.

Enter Your Address In Your Home Country

Permanent Foreign Address

Foreign Street Address One*:

1234 Your Street

Foreign Street Address Two:

Foreign City*:

Your City

Foreign Province* (Enter ONLY IF From Canada)

--- Select a Canadian Province ---

Foreign Postal Code:

Foreign Country*:

Zimbabwe

Back

Next

ALL F-1 STUDENTS & OTHERS
FILING NON-RESIDENT ALIEN
TAXES **MUST** HAVE AN
ADDRESS IN THEIR HOME
COUNTRY.

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ALL STUDENTS – SSN/ITIN INFORMATION

What Is Your U.S.- Issued Taxpayer Identification Number?

Enter your U.S.- Issued Social Security Number ("SSN") or Individual Taxpayer Identification Number ("ITIN"). DO NOT enter an identification number assigned to you by your school or institution; ONLY enter a number assigned to you by the U.S. Social Security Administration or Internal Revenue Service.

If you do NOT yet have a number, please indicate your current situation.

Your SSN / ITIN

U.S.- Issued Social Security Number or ITIN:

OR

☐ I do not have an SSN or ITIN and I need to apply for an ITIN now, if applicable.

Back

Next

IF YOU HAVE PREVIOUSLY BEEN ISSUED A SOCIAL SECURITY NUMBER (SSN) OR INDIVIDUAL TAXPAYER IDENTIFICATION NUMBER (ITIN) PROVIDE IT HERE.

IF YOU WERE GIVEN A SSN OR AN ITIN BUT DO NOT REMEMBER IT **YOU MUST FIND THIS INFORMATION** BEFORE YOU MAY MOVE FORWARD.

IF YOU HAVE NEVER APPLIED FOR A SSN OR ITIN BEFORE YOU MAY CHECK THE BOX TO APPLY FOR AN ITIN.

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ALL STUDENTS – MARITAL STATUS

General Information

Marital Status

What was your Marital Status as of the last day of 2018?

- ☐ Married
- ☐ Single

Note: If you are married but your spouse is not with you in the U.S., you are still married!

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OPTION #2 – RECEIVED INCOME STATEMENT - **ONLY STUDENTS WHO DO NOT HAVE AN SSN/ITIN:**

Enter Your Information To Apply For An ITIN

Additional Information

Date of Birth

January 01, 1964

Country of Birth

Zimbabwe

Gender

☒ M ☐ F

First Name at Birth (if different)

Middle Name at Birth (if different)

Last Name at Birth (if different)

Previous U.S.-Issued Taxpayer Identification Number (if any)

Visa Number

VISA1234

Estimated Date of FINAL Departure From the U.S.?

January 01, 2019

THIS SCREEN WILL APPEAR STUDENTS WHO HAVE INDICATED THEY **DO HAVE INCOME BUT DO NOT HAVE A SSN/ITIN**. BECAUSE A SSN IS REQUIRED FOR EMPLOYMENT, THIS WILL MOST OFTEN APPEAR FOR STUDENTS WHO WERE **ISSUED A SCHOLARSHIP FOR NON-QUALIFIED EXPENSES (AND THEREFORE A 1042-S) BUT WHO DID NOT WORK**.

ENTERING INFORMATION HERE WILL GENERATE THE W-7 ITIN APPLICATION FORM.

YOU ARE UNABLE TO APPLY FOR A SSN UNLESS YOU HAVE EMPLOYMENT.

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ALL STUDENTS – I-20 INSTITUTION

Information About The Institution That Sponsored Your Immigration Status

Academic Institution Details

To answer the questions below, enter information shown on

Name of Designated School Official *:

JEANNIE JAWORSKI

Telephone Number of Designated School Official *:

954-262-8674

Name of Academic Institution*:

NOVA SOUTHEASTERN UNIVERSITY

Street Address One*:

3301 COLLEGE AVENUE

Street Address Two:

City*:

FORT LAUDERDALE

State*:

Florida

Zip Code*:

33314

IF YOUR ONLY OR LAST VALID I-20 IN 2018 WAS **ISSUED BY NSU**, FOR THE **MAIN (FORT LAUDERDALE/DAVIE) LOCATION**, USE THE INFORMATION EXACTLY AS LISTED HERE.

IF YOUR ONLY OR LAST VALID I-20 IN 2018 WAS **ISSUED BY NSU**, FOR A **REGIONAL CAMPUS LOCATION**, USE THE INFORMATION AS LISTED HERE EXCEPT FOR THE STREET ADDRESS, CITY, STATE & ZIP CODE. USE REGIONAL CAMPUS INFORMATION FOR THESE FIELDS INSTEAD.

IF YOUR ONLY OR LAST VALID I-20 IN 2018 WAS **NOT ISSUED BY NSU**, CONTACT THE INSTITUTION FOR THEIR INFORMATION.

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OPTION #2 – RECEIVED INCOME STATEMENT

IF YOU LISTED A **1042-S**, YOU MAY RECEIVE THE FOLLOWING QUESTION. READ THE SMALL PRINT BEFORE ANSWERING.

Additional Information

Non-Service / Scholarship Expenses

Did you use any portion of the \$3,000.00 scholarship to purchase tuition or fees directly from your college or university? If so, please list the amount you paid for the following items.

Tuition and Required Fees for Enrollment at Institution:

Books and Supplies (purchased from any source):

If your tuition and required fees were paid directly to your student account, DO NOT include those amounts above because they were not included as income to you. You may ONLY include amounts above for which you have a receipt to show that you purchased tuition and required fees. IF your scholarship was used to purchase housing, meals, food, travel, etc, DO NOT include those amounts above.

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ALL STUDENTS – RELATIONSHIP TO THE U.S.

Relationship to U.S.

Have You Ever **APPLIED** to be a Lawful Permanent Resident ("green card holder") of the U.S.?

- ☐ No
- ☐ Yes

Have You Ever **BEEN APPROVED** to be a Lawful Permanent Resident ("green card holder") of the U.S.?

- ☐ No
- ☐ Yes

Have You Ever Been a U.S. Citizen?

- ☐ No
- ☐ Yes

REMEMBER THAT HELP INFORMATION IS PROVIDED
ON THE RIGHT-HAND SIDE OF THE PAGE.



Relationship to U.S.:

If you only applied for the Diversity Visa Lottery (the "green card" lottery), it is **NOT** considered as applying for Lawful Permanent Resident status.

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OPTION #2 – RECEIVED INCOME STATEMENT

Additional Information

Contributions to U.S. Charities

During 2018 did you make any contributions to U.S. charities?

- ☐ Yes, during 2018, I contributed a TOTAL of \$ 0 to U.S. charities.
- ☐ No, I made no contributions to U.S. charities.

Estimated Tax Payments

During 2018 did you make any estimated FEDERAL tax payments?

- ☐ No, I made no estimated tax payments using Form 1040-ES.
- ☐ YES, during 2018, I submitted a TOTAL of \$ 0 to the IRS using Form 1040-ES.

IF you simply had tax deducted from payments made to you, those tax deductions are NOT considered to be estimated tax and should not be included in the box above. Estimated federal tax payments are ONLY made by completing a Form 1040-ES and mailing the form and a check to the IRS. If you did make any estimated federal tax payments using Form 1040-ES, you MUST have a copy of the form sent to the IRS.

Because it is unlikely that you made any estimated federal tax payments, we suggest that you select "NO".

STUDENTS WHO RECEIVED INCOME WILL BE ASKED A FEW ADDITIONAL QUESTIONS TO DETERMINE THEIR TAX LIABILITY.

THESE QUESTIONS MAY EXPAND INTO FURTHER QUESTIONS, DEPENDING ON YOUR ANSWERS.

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OPTION #2 – RECEIVED INCOME STATEMENT

Student Loan Interest

During 2018, did you pay any interest on a loan from a U.S. bank or financial institution to pay for tuition at a U.S. college or university?

☐ No

☐ YES, during 2018, I paid interest of \$ to a U.S. bank for a loan used to pay for tuition.

Prior Year Tax Return Issues

Have you EVER Filed a U.S. Tax Return for a Year Prior to 2018?

☐ YES, the Last U.S. Tax Return That I Filed Was:

---Select a Year--- ▼

Year

---Select a Form--- ▼

Form

☐ NO, I Have NEVER Filed a U.S. Tax Return.

IF you SHOULD have filed a tax return for a year prior to 2018, but did not or have not yet done so, select "NO".

STUDENTS WHO RECEIVED INCOME WILL BE ASKED A FEW ADDITIONAL QUESTIONS TO DETERMINE THEIR TAX LIABILITY.

THESE QUESTIONS MAY EXPAND INTO FURTHER QUESTIONS, DEPENDING ON YOUR ANSWERS.

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OPTION #2 – RECEIVED INCOME STATEMENT

Razor Shark you have additional TAX DUE

Based on the information entered, you owe an additional \$19,695.00 of Federal tax.

You must include with your tax return a check (from a U.S. bank) or Money Order. It must be:

- made payable to the "United States Treasury"
- in the amount of: \$19,695.00

Please ensure that you write your NAME and Social Security Number or ITIN on memo / for / description line of the check or money order.

The check does not have to be from your bank account, but it must be from a U.S. bank account.

You must attach the check or money order to the FRONT of your tax return – just follow the instructions that will print with your tax documents.

THIS PAGE WILL TELL YOU WHAT YOUR TAX LIABILITY WILL BE. THERE ARE THREE POSSIBILITIES:

- YOU OWE MONEY
- YOU ARE OWED MONEY BY THE IRS
- THE AMOUNT OF TAX YOU PAID EQUALS THE AMOUNT OF TAX YOU OWE AND THEREFORE YOU NEITHER OWE MONEY NOR ARE OWED MONEY

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ALL STUDENTS – PRINT, REVIEW, SIGN & MAIL YOUR DOCUMENTS

Nonresident Aliens are not generally eligible for electronic filing of tax documents. Therefore, you must **PRINT, REVIEW, SIGN and MAIL** your tax documents.

Please check the box to indicate that you understand that you must **PRINT, REVIEW, SIGN and MAIL** your tax documents.

- ☐ I understand that GTP will not file my tax documents electronically so I **MUST PRINT, REVIEW, SIGN, and MAIL** my tax documents to the IRS following the instructions that print with my tax documents.

COMPLETING YOUR TAXES THROUGH GTP AND NOT MAILING
YOUR FORMS IS THE SAME AS NOT COMPLETING THEM AT ALL!

UNTIL YOU MAIL YOUR FORMS YOU HAVE NOT COMPLETED
YOUR TAX FILING RESPONSIBILITIES!

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ALL STUDENTS – DEPENDENTS

Do You Have Any Dependents Who Need Form 8843?

Do You Have Any Dependents Who Were Present in the U.S. during 2018 under a F-2 immigration status?

- ☐ Yes
☐ No

DO NOT include children who were born in the U.S.

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Next

AN 8843 MUST BE FILED FOR EVERY INDIVIDUAL IN THE US,
INCLUDING THOSE ON F-2 VISAS.

SELECT YES IF YOU HAD A SPOUSE OR CHILD IN THE UNITED
STATES ON AN F-2 VISA IN 2018.

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ALL STUDENTS – PRINT YOUR DOCUMENTS

Save and PRINT Your Tax Documents

Based on the information entered, the following tax documents were prepared for you.

You **MUST** review each document to ensure that the information is correct and complete. If you need to make changes, please update your GTP record and review the updated documents.

Once you have reviewed the documents, you **MUST PRINT, SIGN and MAIL** the forms to the IRS. Please note that GTP Will NOT electronically submit your documents.

YOU MUST MAKE A COPY OF THE SIGNED TAX DOCUMENTS BEFORE YOU MAIL THEM TO THE IRS. Please note that GTP Will NOT electronically submit your documents.

You may also wish to save your forms to your computer. For security reasons, Do NOT save the tax documents to a computer that is not your computer.

BE SURE TO FOLLOW the instructions for How to File Your Tax Return that will print as the first page of your forms. The document contains all of the instructions you will need so please read AND FOLLOW the instructions carefully.

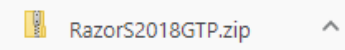
- Instruction Sheet
- Form 1040NR
- Form 8843
- Grant Statement

[Print/View Forms](#)



ONCE YOU CLICK 'PRINT/VIEW FORMS' YOU WILL GET THE FOLLOWING MESSAGE:
It may take a few seconds for your tax documents to be prepared . . . please be patient.

THEN YOUR FORMS WILL APPEAR AS A DOWNLOAD:



PRINT AND SAVE THESE FORMS TO YOUR EMAIL/CLOUD/DRIVE/ETC.

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ALL STUDENTS –YOUR DOCUMENTS

ALL STUDENTS WILL HAVE A COVER PAGE THAT INCLUDES A LIST OF ALL OF THE DOCUMENTS AND INSTRUCTIONS ON WHERE TO MAIL THE DOCUMENTS.

Submitting Your 2018 U.S. Tax documents



- ✓ **Based on the information entered into GLACIER Tax Prep ("GTP"), you OWE additional tax!**
You may choose to include a check (from a U.S. bank) or money order made payable to the **"United States Treasury"**. You must write "2018 Form 1040NR" and your social security number or Individual Taxpayer Identification Number (ITIN) on the check. If you pay with a money order or a check that is not from your account, you must also write your full name on the check or money order. Then, using a paper clip (not a staple) attach the check to the middle, front of Form 1040NR. Alternatively, you may pay online using a U.S. credit or debit card, or by transfer from a U.S. bank account. To pay online, go to www.irs.gov/e-pay
- ✓ **You must PRINT, SIGN, and MAIL your Form 1040NR (your tax return) and all required attachments.** Nonresident Aliens are not generally allowed to electronically file an income tax return. **GTP WILL NOT submit your tax documents for you.**
- ✓ **Please put your SIGNATURE and date your tax return – DO NOT PRINT YOUR NAME.** Your tax return is not considered a valid tax return until it is signed with a signature, not printed name!
- ✓ **Because you owe additional tax, MAIL your signed and dated tax documents to the following address:**
Internal Revenue Service
P.O. Box 1303
Charlotte, NC 28201-1303
USA
- ✓ **Don't forget anything!** Make sure you attach all the necessary documents in the following order:

FIRST - Check or money order payable to "United States Treasury" in the amount of tax you owe – attach to the middle, front of Form 1040NR
THEN - Copy B of each **Form W-2** - attach to the front of Form 1040NR
THEN - **Form 1040NR**
THEN - **Form 8843**

Notes: If you received a Form 1098-T, **do not** attach it to your Form 1040NR. If you received a Form 1095-B or 1095-C **do not** attach it to your Form 1040NR.
- ✓ **Based on your situation, you MUST submit your signed and dated tax documents on or before April 15, 2019.**

GLACIER TAX PREP WORKSHOPS

ALL STUDENTS –YOUR DOCUMENTS

THE TAX FORMS THAT APPEAR DEPEND ON THE INFORMATION YOU PROVIDED.
BELOW ARE A FEW EXAMPLES:

Form 8843	Statement for Exempt Individuals and Individuals With a Medical Condition For use by alien individuals only. ▶ Go to www.irs.gov/Form8843 for the latest information. For the year January 1—December 31, 2018, or other tax year beginning _____, 2018, and ending _____, 20____.	OMB No. 1545-0074 2018 Attachment Sequence No. 102
Department of the Treasury Internal Revenue Service		

Form 1040NR-EZ	U.S. Income Tax Return for Certain Nonresident Aliens With No Dependents ▶ Go to www.irs.gov/Form1040NREZ for instructions and the latest information.	OMB No. 1545-0074 2018
Department of the Treasury Internal Revenue Service		

Form 1040NR	U.S. Nonresident Alien Income Tax Return ▶ Go to www.irs.gov/Form1040NR for instructions and the latest information. For the year January 1—December 31, 2018, or other tax year beginning _____, 2018, and ending _____, 20____.	OMB No. 1545-0074 2018
Department of the Treasury Internal Revenue Service		

Form W-7 (Rev. September 2016) Department of the Treasury Internal Revenue Service	Application for IRS Individual Taxpayer Identification Number ▶ For use by individuals who are not U.S. citizens or permanent residents. ▶ See separate instructions.	OMB No. 1545-0074
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Non-Service Scholarship or Fellowship GRANT STATEMENT

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ALL STUDENTS – FINISHED FEDERAL RETURN!

Congratulations!! You Have Finished Your FEDERAL Tax Return!

Remember to:

- **Follow EACH STEP on the Instruction Sheet so that you submit your tax documents correctly and on time!**
- **PRINT and Review each document to ensure that the information is correct and complete.**
- **SIGN and MAIL the forms to the IRS. Please note that GTP WILL NOT electronically submit your documents.**
- **MAKE A COPY OF THE SIGNED TAX DOCUMENTS BEFORE YOU MAIL THEM TO THE IRS.**

Do You Need To File a STATE Tax Return Also?

Many states require that you file a state tax return in addition to any federal tax return for any income you received while you lived in that state. GTP does not prepare state tax return.

IF, based on the information you entered, you may need to file a state tax return, the state(s) will be listed below.

For more information or to verify your state tax return filing requirements, you may either:

If you need anything else, please click on HELP at the top right of the screen.

FOLLOW THE INSTRUCTIONS TO MAIL YOUR FEDERAL TAX RETURN.

FLORIDA DOES NOT HAVE STATE INCOME TAX BUT IF YOU HAD ANY INCOME FROM ANOTHER STATE YOU MAY NEED TO FILE A STATE RETURN AS WELL.

GLACIER TAX PREP WORKSHOPS

QUESTIONS ABOUT **GLACIER TAX PREP SOFTWARE?**

[LOG OUT](#) | [MENU](#) | [HELP](#) | [FAQ](#)

CONTACT GLACIER TAX PREP DIRECTLY USING THE HELP TAB FOUND AT THE TOP OF EVERY GTP PAGE.

QUESTIONS ABOUT **TAXES** (INCLUDING **FILING, DOCUMENTS, ITINs, W-7, ETC.**)?

VITA TAX CLINICS

The Volunteer Income Tax Assistance (VITA) program offers free tax help to people who generally make \$54,000 or less, persons with disabilities and limited English speaking taxpayers who need assistance in preparing their own tax returns. IRS-certified volunteers provide free basic income tax return preparation with electronic filing to qualified individuals. Find a VITA Clinic near you:

<https://irs.treasury.gov/freetaxprep/>

IRS TAX ASSISTANCE CENTERS

Find a Tax Assistance Center (TAC) near you:

<https://apps.irs.gov/app/officeLocator/index.jsp>. A full list of Florida TACs, including contact information and hours of operation: <https://www.irs.gov/help/contact-my-local-office-in-florida>

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