

## Tax Return Instructions

- To file your taxes, you need (1) a W-2 and (2) a 1042-S.
- **Step 1: Access your W-2**
  - The W-2 is a tax document that shows how much money you made for the year. It also shows the amount of tax you have already withheld from your paycheck.
  - You can access your W-2 electronically in your employee portal. If you do not have access, please email Payroll Services at [payroll.services@okstate.edu](mailto:payroll.services@okstate.edu) to request electronic access to your W-2. In the email, please include your full name and OSU ID number.
- **Step 2: Access and print your 1042-S, if applicable (Not every student will have a 1042-S, to see if you do, please check your Glacier account at [www.online-tax.net](http://www.online-tax.net) to determine whether there is a 1042-S available for download. If there is not, go to Step 3 of these instructions)**
  - You may remember that you paid taxes for your housing and meal plan. You also received charges on your Bursar account called “International Scholarship Tax.” You will receive a tax document called “1042-S.” This document is not ready yet. It should be ready by **February 12**, but you will receive an email when it is ready.
  - You can access and print your 1042-S through your Glacier account by logging into [www.online-tax.net](http://www.online-tax.net). Once again, this form will not be available before February 12. Once it is ready you will log in and then print out the 1042-S.
- **Step 3: Use Sprintax to file your Federal tax return**
  - Sprintax is a software program that will prepare your federal and state tax returns. OSU **strongly** recommends you use Sprintax. Do **not** file your tax return without Sprintax. Sprintax is a nonresident alien tax preparation software, and using other software’s like Turbo Tax is **illegal** for you and can hurt your immigration record in the U.S.
  - To use Sprintax you need both your W-2 and 1042-S to type in the information from both documents to the program.
  - OSU will provide a code to file your federal taxes for free.
  - Their website is <https://www.sprintax.com/>.
- **Step 4: Determine if you have a tax refund or if you owe more taxes.**
  - Sprintax will let you know if you are receiving a tax refund or owe more taxes.
  - If you have a tax refund: Enter the US bank account number on your tax return and the amount will be deposited into your bank account. You can also request a check to be sent to your home address.
  - If you owe more taxes: Sprintax will let you know how to pay them.
- **Step 5: Use Sprintax to file your State tax return**
  - You will also need to prepare an Oklahoma tax return.
  - Sprintax can help you prepare this, but you will need to pay a \$30 for this service. You can pay using a credit card.
- **Step 6: Print, sign, make copies, and mail your tax returns to the IRS**
  - Sprintax will prepare your Federal and State tax returns and send it to you in a PDF.
  - Make sure to print, sign, and make copies of all the documents that you will mail out to the IRS. You will need to include a copy of your W-2 and 1042-S in your tax returns.
  - **Save a copy of everything you sent to the IRS in your records.**
  - The deadline to mail out your tax return is April 15. Your tax returns will only be considered filed once they have been mailed.
- **Step 7: Repeat Step 4 for your state tax return**
- You can access Sprintax at <https://www.sprintax.com/>.
- For questions using Sprintax, contact [hello@sprintax.com](mailto:hello@sprintax.com).
- For questions related to your 1042-S, contact [trisha.iyonsi@okstate.edu](mailto:trisha.iyonsi@okstate.edu).
- For questions related to your W-2, contact [payroll.services@okstate.edu](mailto:payroll.services@okstate.edu).