

# TAX PREPARATION ASSISTANCE FOR NONRESIDENT ALIENS

Important: 2008 tax forms and any taxes due must be completed and filed by April 15, 2009

**The following options are available to assist Nonresident Aliens with filing requirements:** These options are at no cost, unless otherwise indicated.

## FEDERAL TAX ASSISTANCE (Form 1040NR or 1040NR-EZ)

1. **CINTAX** – This web-based program guides individuals through the **federal** filing requirement and produces a tax return. The software can be found on the UW–Madison portal: [my.wisc.edu/portal/](http://my.wisc.edu/portal/) under the Work Record tab. If **CINTAX** does not appear under this tab, it may need to be activated. To activate, click on “Add/remove content” at the top of the page, underneath the work record tab. Then “check” the box entitled “**CINTAX** Nonresident Tax Preparation” and click on “Update”.
2. Internal Revenue Service - for assistance on **federal** filing requirements
  - a. Telephone Number Specifically for Nonresident Aliens – 1-215-516-2000 (not toll free)
    - o Available Monday – Friday: 6:00 am to 11:00 pm EDT
  - b. General Toll Free Number – 1-800-829-1040
    - o Available Monday – Friday: 7:00 am to 10:00 pm local time
  - c. Web Address – [www.irs.gov](http://www.irs.gov) If not using **CINTAX**, forms can be printed from this website.

## WISCONSIN STATE TAX ASSISTANCE (FORM 1NPR)

1. The Wisconsin Department of Revenue (DOR) will be providing walk-in assistance (no appointment) this year at their VITA site, as follows:

WHO	Nonresident Aliens ONLY
WHAT	<b>State</b> tax preparation assistance
WHERE	2300 S. Park St., on the 2 <sup>nd</sup> floor.
WHEN	12:00noon to 5:00pm on the following two Fridays: April 3 and April 10

Plan on spending 20 minutes, depending on volume.  
You will need to take the following with you:
  - Completed federal tax return (preferably completed through **CINTAX**)
  - Applicable Tax Statements (i.e. W-2, 1042-S, 1098-T)
  - Wisconsin Form 1NPR with your name, address and filing status completed. You can download the form from the web at: <http://www.revenue.wi.gov/html/taxind.html>
2. For telephone assistance call 1-608-266-2772  
Available Monday – Friday: 7:45 am – 4:00 pm
3. Web Address – [www.revenue.wi.gov](http://www.revenue.wi.gov)

For private, possibly fee-based consultations, you may also consult the yellow pages under “Tax Preparation”.

Please contact the Office of Human Resources at [payroll@ohr.wisc.edu](mailto:payroll@ohr.wisc.edu) if you have any questions on the contents of this message, HOWEVER,

**OUR DEPARTMENT CANNOT PROVIDE TAX ADVICE OR ASSISTANCE WITH TAX RETURN FORM COMPLETION.**