

Tax Preparation Assistance

For Nonresident Aliens – **GLACIER Tax Prep**



The JHU Tax Office has purchased the license for – **GLACIER Tax Prep** (This program replaces **CINTAX**) a complete Federal tax preparation software for nonresident aliens (NRA's) students and scholars. (A product of Arctic International, LLC)

GLACIER Tax Prep is software designed to assist NRA's in completing their federal income tax return only. It is a secure web-based tax preparation system specifically designed to help NRA's complete the U.S. federal income tax return forms 1040NR-EZ or 1040NR.

Nonresident alien's (NRA's) who receive US source income need to file a federal income tax return using form 1040NR-EZ or form 1040NR. These forms cannot be submitted to the Internal Revenue Service (IRS) electronically but rather mailed as required by the IRS.

JHU's license of **GLACIER Tax Prep** is available **FREE** to NRA's associated with the university who need to prepare and file their annual federal income tax return. **GLACIER Tax Prep** will not provide the state tax return.

GLACIER Tax Prep is specifically designed to help NRA's file a federal tax return so it is user friendly and generates the appropriate federal tax return for each NRA.

How to get started:

- Obtain an Access Code from the JHU Tax Office preferably by email request to Tax@jhu.edu with "**GLACIER Tax Prep** Access Code Request" as the specific subject.
- Follow the program instruction sheet you will receive with your access code.
- Collect all year end statements and last year's tax return (if any).
For example: W-2 and or 1042-S documents.
- Have your immigration documents available for reference.
For example: Visa certification documents and passport.
- Go to: <https://www.glaciertax.com>. Click on the words "**GLACIER Tax Prep**" or "Login" at the top of the page to enter.
- Enter all required and pertinent information as you receive the prompts from the software.

How to finish:

- Print all forms.
- Sign and date the tax return.
- Make a copy for your records.
- Attach copies of required year-end tax statements. (W-2 or 1042-S)
- Write a check for any tax due.
- Mail the completed federal tax return to the IRS address included in the instructions for the 1040NR-EZ or 1040NR.

Please note: This software will not prepare a return for a Resident Alien.