Welcome to Sprintax Calculus, an efficient paperless solution for managing your tax-related documents.

Sprintax Calculus Profiles

If you are not a U.S. citizen or do not have a Permanent Resident Card (Green Card), it is crucial to establish your Sprintax Calculus profile before your first payment from MIT. We recommend initiating this setup as early as possible to ensure accurate tax withholding calculations. Failure to do so may result in the maximum tax withholding rate, reducing the amount of your paycheck.

You must complete your Sprintax Calculus profile even if you do not have a Social Security Number (SSN). Keeping your record updated is essential, especially if there are changes in your appointment, visa status, or U.S. stay/departure. Even minor alterations can impact your tax status significantly.

Your Sprintax Calculus Account

MIT has created a Sprintax Calculus account for you. Your username is {{ userEmail }}.

Please follow this link to create your password. If you can`t click the link - please copy the address and paste it in your browser`s address bar:

{{activation_link}}

- *Please contact nratax-payroll@mit.edu if you are experiencing issues accessing your Sprintax Calculus profile.*

Once logged in, review and confirm your personal information and then answer a series of questions necessary for determining your tax status. The information provided to Sprintax Calculus is stored securely and will only be used by MIT for tax withholding and reporting purposes.

The "Two-factor authentication" is a feature that protects your signed and saved documents in Sprintax. You must download an authenticator app by your choice (such as Google or Microsoft Authenticator). Then the account will require the 6 digits code for every log in.

Note that non-resident aliens for U.S. tax purposes cannot exempt themselves from federal tax withholding. When filling out your Federal (W4) tax form in Atlas, do not select "exempt." If you are eligible for a tax treaty, Sprintax Calculus will make that determination, and VPF HR/Payroll will process it accordingly.

Determining Your Tax Status

You should have the following documents ready: DS-2019 or I-20, your passport and the visa sticker/stamp in your passport to complete your profile. These documents will be required for determining your tax status and you will need to upload copies of them to your Sprintax Calculus profile.

Be sure to follow all system prompts and answer all questions. Questions marked with an asterisk* cannot be skipped.

Here are the 4 steps to complete your profile:

1. **Review and update your information**, beginning with the **Residency** tab. Don't forget to click **Save and Continue** at the bottom of the screen.
2. **E-sign all generated tax forms**, including the **Sprintax Tax Summary**, which is under the **Tax Forms** section.
3. **Upload the required document copies**, listed in the Sprintax Tax Summary under **Supporting Document (Copies)** in the **Document Exchange** section.
4. **Send an email** to us at nratax-payroll@mit.edu **to confirm** that you have completed your Sprintax profile. **You MUST notify us of the completion of your profile, in order for it to be reviewed and any payroll adjustments to take place.** You will receive an approval confirmation once our review has been completed.

For More Information:

- Sprintax FAQ on the VPF website
- VPF's Tax Guidance for Nonresident Aliens website.
- VPF HR/Payroll staff cannot provide tax advice or assist with personal tax return filings.
- The MIT International Scholars Office (ISchO) and the International Students Office (ISO) offer free federal tax return filing through Sprintax Returns tax preparation software for non-resident aliens for U.S. tax purposes.
- Sprintax Customer Service is available 24/7 via its live chat option once you log into your account.

Thank you for your cooperation, and please reach out if you have any questions or need assistance.

Sincerely,

Vanina Strickland Foreign National Payroll and Tax Administrator
Office of the Vice President for Finance – HR/Payroll
nratax-payroll@mit.edu
To set up an appointment, visit the Atlas Service Center
(atlas.mit.edu/atlascenter)
Tuesday and Wednesday 10:00 am - 5:00 pm via Zoom