

# Sprintax Calculus Quick Start Guide for International / Non-U.S. Payees



## Individuals

U.S. tax and immigration laws require Harvard to collect information from international/non-U.S. payees. Harvard uses Sprintax Calculus, a secure online tax compliance system, to facilitate this process. Please have your passport and immigration documents ready. A list of commonly required documents is available on the [International Payee Tax Compliance \(IPTC\) website](#), and your most recent I-94 form and I-94 travel history are available from [U.S. Customs and Border Protection](#).

**Note:** Harvard must withhold at the highest tax rates until you complete your Calculus profile.

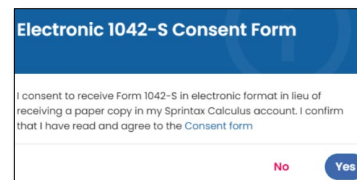
## Get Started

1. **Employees only** – Complete your **I-9 form**. Contact Human Resources if you are unsure of your payment relationship with Harvard.
- 2a. **Employees or monthly scholarship / fellowship / stipend recipients only** – Receive an email from [psoft@harvard.edu](mailto:psoft@harvard.edu) confirming next steps.
- 2b. **Individual vendors / suppliers and other non-employees** – Receive an invitation to Harvard's procurement system, Buy-to-Pay (B2P), from [ap\\_supplieronboarding@harvard.edu](mailto:ap_supplieronboarding@harvard.edu). Select the Register Now link and certify and submit your account registration.
3. Receive a Sprintax Calculus invitation from [hutax@sprintax.com](mailto:hutax@sprintax.com). The email contains an **activation link**. If you do not see the email, check your spam or junk folders. The activation link **expires after 24 hours**, but you can click **Forgotten password?** on the log in screen to continue.

**Note:** If you have an existing Sprintax Calculus record, you will **not** receive a new invitation. Instead, please log in using your existing credentials or click **Forgotten password?** on the log in screen.

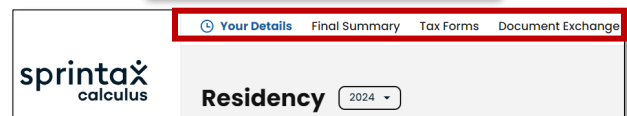
## Complete Your Sprintax Calculus Profile

When you first log in, you will see an Electronic 1042-S Consent Form pop-up. If you click **yes**, you agree to receive your 1042-S form electronically in Sprintax Calculus.

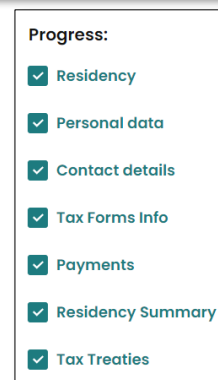


Your profile consists of four parts:

- **Your Details:** A multi-part **questionnaire**
- **Final Summary:** Your overall tax summary
- **Tax Forms:** Downloadable tax forms
- **Document Exchange:** Upload signed documents



As you complete your profile and upload documents, your progress will appear on the left side of the screen.

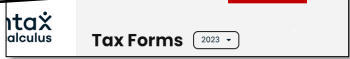


**Note:** Your profile is not complete until you finish the questionnaire **and** upload signed documents.

## Sign Tax Forms and Upload Documents

All documents you need to sign are generated in the **Tax Forms** section of Sprintax Calculus. Sprintax Calculus offers two options for signing tax forms: 1) e-signature or 2) download and sign.

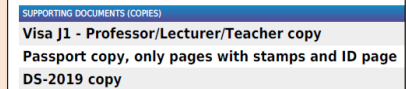
### Option 1: E-Signing Tax Forms

1. Click **Tax Forms** in the header. 
2. Select **Review and Sign** next to the tax form to e-sign.
3. **Two-factor authentication** is required for e-signing. You will be prompted to download either Google or Microsoft Authenticator. Download or click continue if you already have one of the apps.
4. Scan the **QR code** and then enter the **6-digit security code** generated in the app.  
**Note:** This two-factor authentication is also used to log in to your Sprintax Calculus account.
5. Click **Download form** to download the document.
6. Read and click the **declaration** and **agreement** boxes. Select **E-Sign** at the bottom of the screen.
7. Draw your signature and select **confirm**.

### Option 2: Downloading and Signing Tax Forms

1. Click **Tax Forms** in the header.
2. Click **download all documents**.
3. Following the instructions, print, and ink sign the downloaded tax forms.
4. Select the **Document Exchange header**.
5. Select the appropriate **document type** and select the **signed** tax form from your device.
6. Select **Upload**.

- **Important:** You must sign and upload all documents in **Tax Forms** *and* upload all required **supporting documents**.
- Confirm your required supporting documents by viewing the **Sprintax Tax Summary**, which is available on the **Tax Forms** screen. The **Supporting Documents (Copies)** section will list your required documents. **Note: Your I-94 is also required, even if it does not show on the summary.**

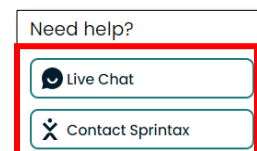


Example of the **Supporting Documents** section of the Sprintax Tax Summary. Your required supporting documents may differ.

**Note:** The **Tax Forms** page will show “You are almost there...” even after you have uploaded all required documents.

## What Happens Next and Additional Support

- Completed submissions may take up to 7 business days to process.
- You will receive approval or an inquiry from Harvard’s IPTC Team if you need more information.
- For additional support, you can contact Sprintax via email ([calculussupport@sprintax.com](mailto:calculussupport@sprintax.com) or the **Contact Sprintax** button) or **Live Chat** directly within your profile for system related questions, such as:
  - How do I reset my password?
  - Where do I find my visa expiration date?
  - What do I do with my documents once they are generated?
- For Harvard support, visit the [IPTC website](#).



Harvard can only provide general guidance and **cannot advise on any individual or personal tax matters**. You are encouraged to seek advice from a professional tax advisor if guidance is needed.