

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

## Vendors / Entities

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.

**Note:** Harvard cannot pay you until you complete your Sprintax Calculus profile.

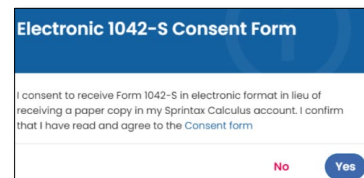
## Get Started

1. Receive an invitation to Harvard's procurement system, Buy-to-Pay (B2P), from [ap\\_supplieronboarding@harvard.edu](mailto:ap_supplieronboarding@harvard.edu).
2. 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.

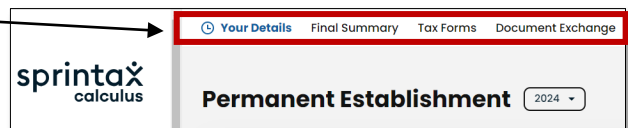
## Complete Your Sprintax Calculus Profile

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.

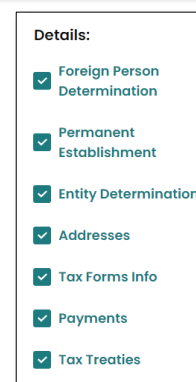


Your profile consists of four parts:

- **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 in Sprintax Calculus, your progress will appear on the left side of the screen.



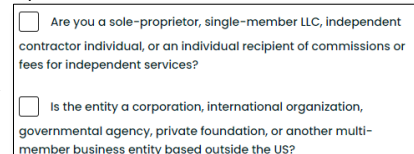
**Important:** On the *Foreign Person Determination* screen in Sprintax Calculus, you will confirm your entity status. Harvard initiated payment to you as an **entity** and you selected "Non-US Based Entity" in B2P. The information you enter in B2P must match the information in Sprintax Calculus to process payment correctly.

If you should be treated as an **entity** for tax purposes, please select the second box on the top of the *Foreign Person Determination* screen.

**If you feel this is an error and that you should not be treated as an entity, please do not continue the questionnaire.** Contact the department paying you so they can correct your status.



### Sprintax Calculus:

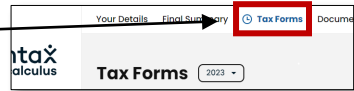


## Sign Tax Forms and Upload Documents

All documents you need to sign are generated in the **Tax Forms** section of Sprintax Calculus.

### Downloading and Signing Tax Forms

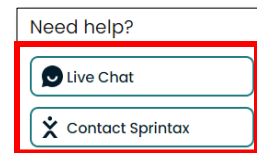
1. Click **Tax Forms** in the header.
2. Click **download all documents**.
3. Following the instructions, print, and ink sign the downloaded tax forms.
4. Select the **Document Exchange** header.
5. Select the appropriate **document type** and select the **signed** tax form from your device.
6. Select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



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