Sprintax TDS Guide

What is Sprintax TDS?
TDS is a tax determination system for international students, scholars, and professionals. This system is used by the LLU Financial Aid Office to determine if individuals need to be taxed on money that is disbursed through the Financial Aid Office.

By completing the Sprintax TDS profile, Financial Aid Office can determine if a student needs to be taxed before their office can disburse funds to a student. TDS is not for file tax return documents and Financial Aid will also not file tax return documents based on the information you are providing in the profile. This system is only used to determine if the student should be taxed on funds they receive from Financial Aid and if so, what the tax rate should be.

What type of money needs to be taxed?
Financial Aid can disburse various type of money such as: private U.S. student loans, scholarships, awards, LLU scholarships/stipends/grants, LLU loans, LLU reimbursements, etc.

Am I required to complete a profile even if I am not receiving any money or loans through LLU?
Yes, as of January 2021 ALL international students are required to complete a Sprintax TDS profile each calendar year, regardless if they receive money through Financial Aid Office or not.

Am I required to complete a profile if I completed one last year?
Yes, students must complete a profile at the beginning of each calendar year.

Is Sprintax TDS the same a "regular Sprintax" that I use to file my Non-Resident tax return forms?
No, TDS is a separate system under the same company as Sprintax. TDS does not file tax return forms (i.e. 1040NR or 8843 forms). TDS is a system that the Financial Aid Office uses only. "Regular Sprintax" is what international students use to file tax return forms during tax season.

Resources

⟹ [Training Videos for Sprintax TDS Users – YouTube](#)
⟹ [Sprintax Blog](#)
⟹ Contact TDS Suport for questions/issues – TDSsupport@sprintax.com
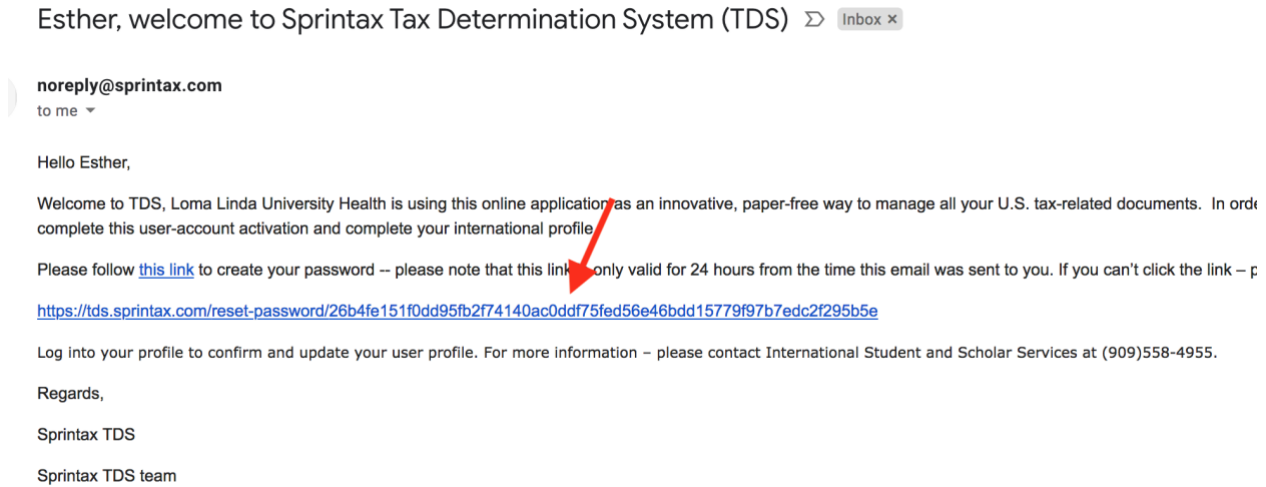
Tips for Logging in to Sprintax TDS

First, be sure you are trying to login on a laptop or desktop and not a phone or other device.

1. Use Google Chrome web browser to login.
2. Clear all web browser history and cookies/cache on Google Chrome.

3. See email from Sprintax TDS that was sent to your personal email.
4. Copy the long link and paste it to Google Chrome instead of using the hotlink in the email "this link".

For example:

Esther, welcome to Sprintax Tax Determination System (TDS) ⅀ Inbox ×

noreply@sprintax.com
to me ▾

Hello Esther,

Welcome to TDS, Loma Linda University Health is using this online application as an innovative, paper-free way to manage all your U.S. tax-related documents. In order complete this user-account activation and complete your international profile.

Please follow this link to create your password -- please note that this link only valid for 24 hours from the time this email was sent to you. If you can't click the link – p

https://tds.sprintax.com/reset-password/26b4fe151f0dd95fb2f74140ac0ddf75fed56e46bdd15779f97b7edc2f295b5e

Log into your profile to confirm and update your user profile. For more information – please contact International Student and Scholar Services at (909)558-4955.

Regards,

Sprintax TDS

Sprintax TDS team

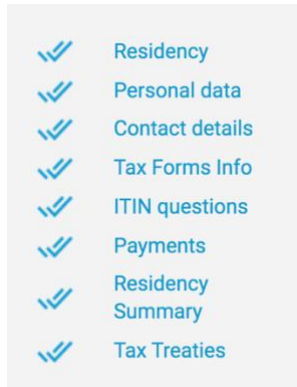5. Then try to login to the TDS. Reset password if necessary.

Second, if you do not receive the email again from Sprintax TDS, then try these steps on a laptop or desktop and not a mobile device:

1. Clear all web browser history and cookies/cache on Google Chrome
2. Copy this link and paste it in the web browser. Do not click the link directly – copy and paste to the web browser.
   https://tds.sprintax.com/uni/reset-password/42002367c888186458e6cc90c4fcf19153dbaa9c17cc6b833dc38b6fdf990b50
3. When you get to the website, try to reset password and enter in your personal email address.

How to Complete Your Sprintax TDS

Once you are able to login to your profile, verify the information listed is correct/accurate. Please enter in any missing information or correct information that needs to be updated.

1. Go through each section of the Profile. Be sure to press "Save and Continue" to move on to the next section.

> ✔ Residency
> ✔ Personal data
> ✔ Contact details
> ✔ Tax Forms Info
> ✔ ITIN questions
> ✔ Payments
> ✔ Residency Summary
> ✔ Tax Treaties

2. After you complete all sections, when you get to the "Tax Summary screen scroll to the bottom of the screen and select "*Download Your Forms.*"

> **BACK**
>
> **DOWNLOAD YOUR FORMS**
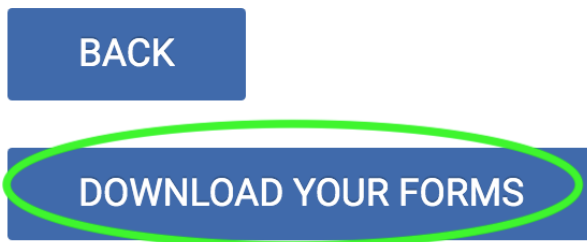
3. You are not done yet, even though you receive this message! Follow the instructions listed on the Page:

Congratulations - You completed your record!

Please follow the directions below to complete this process.

☐ I consent to receive Form 1042-S in electronic format in lieu of receiving a paper copy in my TDS account.
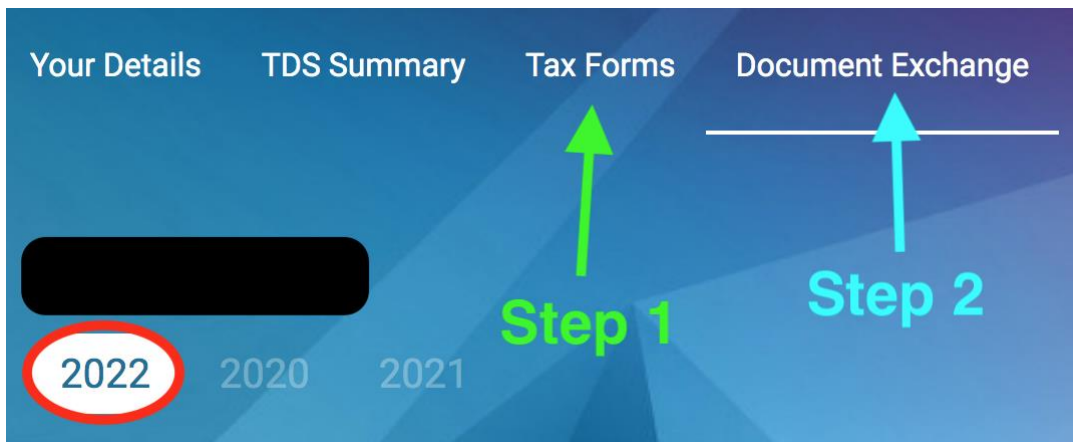Consent form

★ 1. Review, sign and date each of the required documents listed below.

★ 2. Submit the required documents through TDS Documents Exchange.

a. **Step 1** – Download any forms on this page and electronically sign and date them.
   i. **Non-Resident** forms Required
      1. W-4 form (Non-Resident)
      2. W-8BEN form – Income Code 16
      3. W-8BEN form – Income Code 23
      4. Sprintax TDS Summary
         a. Forms Not Required
            i. W-7 form
            ii. SS-5 form
   ii. **Resident** forms Required
      1. W-4 form (Resident)
      2. W-9 form
      3. Sprintax TDS Summary
b. **Step 2** – Upload signed forms to the Document Exchange page
   i. When you upload each file, please select Document Type from the drop- down menu and select "Upload."
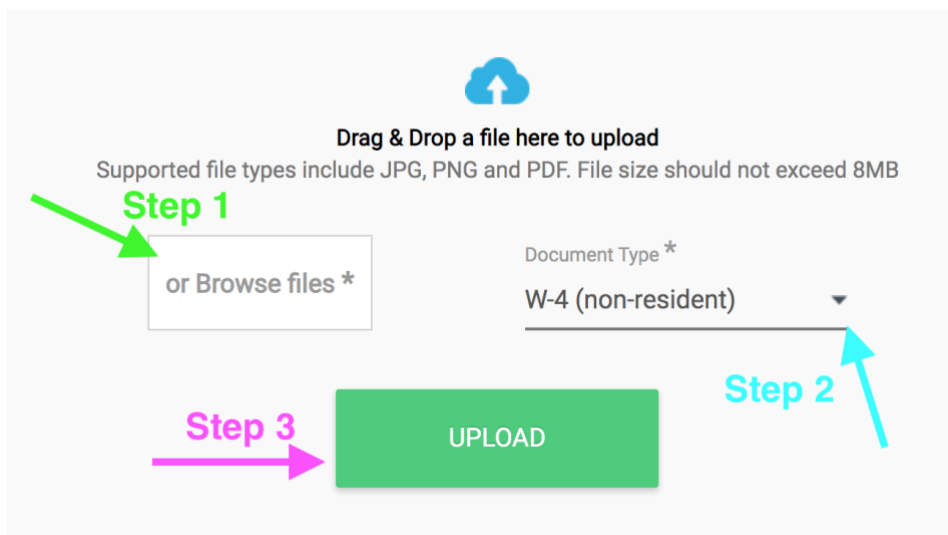
4. Once you finish uploading all signed forms, you have successfully completed your TDS profile.