Welcome to CINTAX

Follow these simple steps and complete your U.S. income tax return in an easy and efficient way!

Your institution has purchased a license agreement so that you can use CINTAX to prepare your U.S. income tax return. Each person who uses CINTAX must have a valid Access Code.

What Documents and Information Do I Need BEFORE I Login? Please make sure you have the following documents and information available BEFORE you log into CINTAX:

- Visa/Immigration Status information;
- Passport;
- Form DS-2019, if J status individual;
- Form I-20, if F status individual;
- Social Security or Individual Taxpayer Identification Number (if you have been assigned one);
- Address Information (i.e., Current U.S. and Foreign Address);
- U.S. Entry and Exit Dates for current and past visits to the U.S.;
- Academic Institution or Host Sponsor Information (name/address/phone for Academic Director);
- Forms W-2, 1042-S and/or 1099 (if you received any);
- Scholarship/fellowship grant letter you may have received (if any);
- A copy of your 2006 federal income tax return (Form 1040NR or 1040NR-EZ), if you filed a federal income tax return last year.

How Do I Access CINTAX? You may access CINTAX from any computer with internet access from anywhere in the world! Simply type the following URL address into your internet browser: http://www.cintax.us Click on the word “CINTAX” at the top of the page to enter.

The FIRST time you log into CINTAX, you will be asked “Have you already created your User Account?” Select “No. This is my first time to login this year. I need to create my User Account.” You will then be prompted to enter your assigned Access Code (you should have received your assigned Access Code from your Institution Administrator). You must then create your User Account by selecting a Password and your personal UserID; be sure to remember your NEW Password and UserID as you will use it to access CINTAX if you need to login again. To ensure that your income tax return information remains private and secure, DO NOT share your Password or UserID with anyone. Please note, your email address is used solely by CINTAX to contact you if there is a problem while you are using the system; we do not sell or share your email address with outside parties).

If you return to CINTAX to modify or reprint your tax return, at the CINTAX login page enter the Password and UserID you selected at the time you created your User Account; do not enter the originally assigned Access Code.

How Long is My Password Valid? During your use of CINTAX, you will be asked whether you would like CINTAX to (i) save your information until June 16, 2008 (so that you may reprint or modify your return), or (ii) delete your information. If you select “Save” your information, when you again log into CINTAX, you must enter the Password and UserID you selected when you initially established your User Account; do not create a new User Account. If you select “Delete” your information, if you return to CINTAX, you must obtain a new Password from your Institution Administrator and create a new User Account at login; you also will have to re-enter all your data.

How Can I Get Help? If you have questions about your assigned Access Code, contact your Institution Administrator. If you need assistance with CINTAX, click on Online Help at the bottom of any screen; Online Help will provide specific information relating to the topic on that page. If you have a technical issue, contact the CINTAX Support Center at support@cintax.us; all support questions are handled via email.

We hope you find CINTAX simple to use and easy to understand.

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