**PROCESSING INTAKE IN THE GYR SYSTEM**

**Social Security Card – look at this first because it’s the best clue regarding filing status**

Open it using “edit” on the far right-hand side

1. If it has the caveat “VALID FOR WORK ONLY WITH DHS AUTHORIZATION,” the date issued will be listed in the bottom right-hand corner. Label it **“SSC nonresident <year issued>”**
2. If it does not have the caveat, label it **“SSC U.S. Citizen”**

**Prior year tax return:**

1. Search the name in TaxSlayer 2020 returns
   1. If there, use the “print return” print option and review it, noting
      1. Filing status (e.g. Single NR)
         1. if they are no longer single in 2021 it’s NOT okay to import the PY data
      2. if state tax withheld was used to reduce federal tax liability (e.g. yes)
         1. not applicable for NRAs from India
      3. country at top of Schedule OI (e.g. Bangladesh)
      4. first date at top of Form 8843 (e.g. 7/28/19)
         1. if this date is prior to 2017 and the client was NR, it’s NOT okay to import the PY data
   2. refund or amount due on CT return (e.g. refund $278)
      * 1. not applicable for NRAs from India
   3. Save the return as “PY Tax Return” and upload it into the client’s portal as “Prior Year Tax Return” document type
   4. Then “edit” the document and create the file name accordingly, e.g.

**“*PY Tax Return Single NR Bangladesh 7/28/19, $278 taxable state refund, okay to import PY data*”** or, also for example,

**“*PY Tax Return MARRIED NR India 7/28/19, no state tax effect, DO NOT PULL PY DATA*”**

1. Open the Original 13614-C using “edit” on the far right-hand side
   1. Eyeball it for any unusual responses, and for “Additional comments” that need to be addressed
      1. If there are “Additional comments” that need to be addressed, add a note in the Notes tab.
   2. **Archive it** if we don’t have the PY return, but they have indicated “visa” in the top right-hand corner.
      1. Not rarely, they don’t mark it visa and/or FT student but they are.
   3. **Archive it** if we do have the PY return, and they were NRA and still are.
   4. Keep it if you’re sure or unsure whether they are a U.S. citizen or Resident Alien.

**NRA:**

Eyeball the File list to see if they have uploaded a 13614-NR. If not, send message (A) and you’re done.

If they have uploaded 13614-NR, open it using “edit” on the far right-hand side.

1. Scan the document, creating the display name as follows:
2. 13614-NR <Country> <first entry date>, <filing status> <visa type>, <Connecticut Residency>

e.g., ***13614-NR Bangladesh 7/28/19, Single F1, CT Resident***

* 1. CT residency is based on if they lived here, not their visa status.
     1. Part-Year Resident if they moved into or out of CT during 2021 regardless of the number of days they lived in CT.
     2. Resident if they lived in or maintained a permanent place of abode in CT for the entire year. If they were in a foreign country for more than 183 days but CT was their only U.S. residence and they lived in CT in 2020, they are still a resident.
     3. Never nonresident

1. Make the Document Type “Original 13614-C”
2. Make the Tax return year “2021”

Start going through their documents, noting any of the following that are missing. View them using the *edit* function so you can edit the file names or archive the document.

**W-2**

1. if box 1 and 16 are the same
   1. and the client is an NRA from a country with a wage treaty, label as

**“<abbreviated employer name>, same, manually apply the <treaty amount> wage exclusion in the 1st section of Schedule OI”**

* 1. and the client is an NRA from a country without a wage treaty, label as

**“<abbreviated employer name>, same, no treaty”**

* 1. and the client is a U.S. Citizen or Resident Alien, label as

**“<abbreviated employer name>, same, <U.S. Citizen> *or* <Resident Alien>”**

1. If box 1 and 16 are not the same, label as

**“<abbreviated employer name>, code 20 1042-S needed”**

1. Make sure the Document Type is “Employment tax documents (W2's, 1099, etc)”
2. Make sure the W-2 is for 2021 and select the tax return year

**Photo ID**

1. If driver’s license, label as “DL”
2. If passport, label as **“Passport <Country>”**

e.g. “*Passport Bangladesh*”

1. Make sure the Document Type is “ID”

**optional-consent-2021.pdf**

1. If all “Client Opted In” are yes, label **All consents "yes"** and make the tax return year 2021.
2. If not all are yes, label **All consents "no”** or **All consents “yes” except <consent name>**
3. If they don’t say yes to the Relational EFIN consent, send them **Message B.**
4. Make the tax year 2021

**Visa**

1. Label **“Visa <visa type> issued <issue date>”**
2. Make sure the Document Type is “ID”

**I-94**

1. If it is the “Most Recent I-94” with the U.S. Customs and Border Protection header, archive it.
2. If it is a list of arrival and departure dates, label it **“I-94 Arrivals and Departures”**

**Fee Bills**

If the client is a student, make sure the client has either:

1. A 2021 1098-T or
2. Fee bills for all sessions they should have been a student (i.e. if they came to the U.S. in the second half of the year they should only have a fall fee bill).
3. If you notice scholarship income on a fee bill (this does not include “HEERF3/ARP Award”) and the client is a NRA, they should have a 1042-S with code 16 in box 1.

**1042-S**

1. If you notice they need a 1042-S and haven’t provided one, please send them the message:

*We can see by your documents that you should have at least one Form 1042-S that you have not provided. Please see https://vita.business.uconn.edu/how-do-i-know-if-i-am-getting-a-form-1042-s/*

1. You know they have a Form 1042-S if:
   1. Box 1 and box 16 on their UConn W-2 is not the same
   2. They have scholarship income on their fee bill

If they have already uploaded it:

1. Code 16 in box 1: label **“1042-S Schol <amount> <country from box 13b>”**
   1. Noting the country is important because this helps us determine if the client’s country of tax residency is different from their country of citizenship.

*e.g. “1042-S Schol $780 India”*

* 1. Make the Document type “Student Account Statement”

1. Code 20 in box: label **“1042-S Wages <amount> <country from box 13b>”**
   1. Make the Document type “Employment tax documents (W2's, 1099, etc)”

**Selfie**

Label either “Selfie with DL” or “Selfie with Passport”

**Archive:**

All 1095 Forms

All duplicate items

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| --- |
| **Message A – for emails** |
| Your ticket is missing several of the following documents. Please upload any of these you have not yet provided:  - A completed form 13614-NR. <https://www.irs.gov/pub/irs-pdf/f13614nr.pdf>  - If you were not in the U.S. for all of 2021, Form I-94, Arrival and Departure Record. https://i94.cbp.dhs.gov/I94/#/home click on “view travel history.”  - University fee bills for all 2021 sessions in which you had activity  - A photo of the visa page in your passport.  - A photo of the data page in your passport.  - Form W-2 for each job that you worked during 2021.  - Form(s) 1042-S, as applicable. See https://vita.business.uconn.edu/?p=2158  - Your 2020 tax return, if applicable.  - The amount of any cash contributions to U.S. charities.  - Please indicate if you lived anywhere other than your country of citizenship immediately prior to entering the U.S.  Please add these additional documents here: https://www.getyourrefund.org/en/portal/login  Best regards,  UConn GetYourRefund |
| **Message A – if client only takes texts** |
| Your ticket is missing several of the following documents.  - A completed form 13614-NR. https://www.irs.gov/pub/irs-pdf/f13614nr.pdf  - If you were not in the U.S. for all of 2021, Form I-94, Arrival and Departure Record,. https://i94.cbp.dhs.gov/I94/#/home click on “view travel history.”  - University fee bills for all 2021 sessions in which you had activity  - A photo of the visa page in your passport.  - A photo of the data page in your passport.  - Form W-2 for each job that you worked during 2021.  - Form(s) 1042-S, as applicable. See https://vita.business.uconn.edu/?p=2158  - Your 2020 tax return, if applicable.  - The amount of any cash contributions to U.S. charities.  - Please indicate if you lived anywhere other than your country of citizenship immediately prior to entering the U.S.  Please add these additional documents here: https://www.getyourrefund.org/en/portal/login  GetYourRefund |
| **Message B – if they don’t agree to the “Relational EFIN” consent** |
| Hi \_\_\_\_\_,  I just wanted to let you know that if you do not agree to the "Consent to Disclose/Use Information to the VITA programs Relational Office," then we cannot efile your return. We can provide it for you to mail in on your own, with instructions.  Details of this consent and the reasons behind this requirement can be found here: https://vita.business.uconn.edu/wp-content/uploads/sites/1690/2022/03/Explanation-of-Consent-Forms.pdf  Please let me know if this continues to be your preference.  UConn GetYourRefund |