

Instructions to file form 8843

If you are a nonresident tax filer and have NO U.S. source income in the taxable year (and thereby an exempt individual) you should complete the IRS Form 8843 to fulfill your federal tax filing obligation. **Form 8843 is not a U.S. income tax return.** It is an informational statement required by the IRS for nonresidents for tax purposes. It should be filled out for every individual, including spouses, partners, and children. **Link to form 8843:** <https://www.irs.gov/pub/irs-pdf/f8843.pdf>

What does it mean to have no U.S. source income?

It means you did not receive wages, salary, taxable scholarship or fellowship (i.e. scholarship or fellowship that exceeds the amount of your tuition) from a U.S. institution, organization, or company. Financial support, such as sabbatical salary or a scholarship, from your home country or an organization outside the U.S. is not considered U.S. source income.

Note: If you have U.S. source income, then you need to prepare your tax return using Sprintax which will prepare a 1040NR or 1040NR-EZ tax form that will be filed along with Form 8843.

Which Parts Do I Need to Complete?

- Complete the top portion of the form with your name and addresses
- If you have an SSN (Social Security Number) or ITIN (Individual Tax identification Number), you can write it at the top right-hand box (*Your U.S. taxpayer identification number*).
However, you do not need an SSN or ITIN if you are only filing Form 8843. You can leave this box blank if you do not have either of them.

F-1 or J-1 Student

- Complete Part I
- Complete Part III
- Sign and date on the last line of page two
- Make a copy of the completed form and save for your records

J-1 Scholar, Professor, Student Intern, or Specialist

- Complete Part I
- Complete Part II
- Sign and date on the last line of page two
- Make a copy of the completed form and save for your records

F-2 or J-2 Dependent

- Complete Part I
- Sign and date on the last line of page two (**Note:** A parent can sign for dependents under the age of 14)
- Make a copy of the completed form and save for your records.

Completing the form

Part I: General Information

Line 1a: Write your visa status for your most recent entry the U.S. and the date of entry

Line 1b: Write your current non-immigrant visa status (mostly the same as line 1a)

Line 4a: Write the actual number of days you were physically present in the U.S. for the years indicated

Line 4b: Write the same number of days you wrote in 4a for the tax year.

Part II: Teachers and Trainees

Line 5: Write *Southern Illinois University- Edwardsville, Edwardsville, 62026. 618-650-3785*

Line 6: Write *Cheryl Borowiak, Office of International Affairs, Southern Illinois University-Edwardsville, Edwardsville, 62026. 618-650-3785*

Line 7: Write your visa status only for the years you were present in the U.S. Otherwise leave blank.

Part III: Students

Line 9: Write *Southern Illinois University - Edwardsville, Edwardsville, 62026. 618-650-3785*

Line 10: Write *Cheryl Borowiak, Office of International Affairs, Southern Illinois University-Edwardsville, Edwardsville, 62026. 618-650-3785.*

Line 11: Write your visa status only for the years you were present in the U.S. Otherwise leave blank.

Deadline for Submitting 8843

The 8843 form is expected to be completed by tax day each year applicable. The 8843 can be e-filed through Sprintax or physically mailed. (Keep in mind that physically mailing documents should be mailed before the last day to file).

Mailing address to file form 8843

If you are filing physically, you can mail the 8843 to the following address.

*Department of the Treasury
Internal Revenue Service Center
Austin, TX 73301-0215*

You must mail each individual 8843 to the address above. Even if you have dependents, everyone must submit their own 8843 in a separate envelope. Do not include any other forms in your envelope.