
Year-End Nonresident Alien and Foreign Vendor Tax Compliance Training Syllabus

Software Track Sessions

December 8 – 9, 2011
Doubletree Guest Suites
Boston, Massachusetts



*Schedule subject to change.

Thursday, December 8, 2011 – SOFTWARE TRACK

7:30 – 8:30 Continental Breakfast Provided by Windstar

CONCURRENT SESSIONS

Tax Navigator Basic Track

Developing a Tax Compliance Program Track

- 8:30 – 9:15 **Tax Law Regulations and Tax Navigator Processes**
Presenter: Paula Singer
- Overview of the Processing Capabilities of the *International Tax Navigator* to Handle Nonresident Alien Taxation

- Justifying Foreign Tax Compliance to Management**
Presenter: KPMG
- Dangers of Noncompliance
 - Identifying areas of potential compliance risks
 - Questions and Answers

- 9:15 – 10:15 **Windstar Solutions**
Presenters: Manny Paola and Connie Medico
- Windstar® Support
 - On-line Training
 - Windstar Online Help
 - Windstar Users' Website
 - Windstarusers listserv
 - Problem Resolution – FTP
 - Email Support
 - Windstar® Solutions
 - *International Tax Navigator*®
 - FNIS-Web-based Data Collection/Forms Delivery
 - Security Administrator
 - Utilities-Archiving, Databases,
 - Exporting
 - Organizational Processing
 - Treaty Navigator
 - Interfaces

- Establishing a Tax Compliance Program (Part One)**
Presenter: KPMG
- External Factors for Compliance
 - Withholding Agent Responsibilities
 - Reporting Requirements
 - Questions and Answers

10:15 – 10:35 Break provided by Windstar

- 10:35 – 12:00 **Tax Navigator Boot Camp**
Presenters: Manny Paola and Connie Medico
- Overview of entire Tax Navigator System
 - Adding an Recipient's Record
 - Using Your Sample Database
 - Changing an Recipient's Record or Data
 - Navigating Through the Basic Screens
 - Understanding Reports

- Establishing a Tax Compliance Program (Part Two)**
Presenter: KPMG
- Treaties and Totalization Agreements
 - Practical Considerations
 - Examples and Audience Discussion
 - Questions and Answers

Thursday, December 8, 2011 – SOFTWARE TRACK (*Continued*)

12:00 – 1:00 *Lunch provided by Windstar*

CONCURRENT SESSIONS

Tax Navigator Basic Track

Special Topics Track

1:00 – 1:45 Tax Navigator Boot Camp (*Continued*)

Presenters: Manny Paola and Connie Medico

- How to Enter and Change Immigration Information
- Immigration Status and “Primary Purpose”
- Performing the Substantial Presence Test
- Understanding the Logs
- Where Did My Forms Go?
- Entering Income Information
- Types of Income
 - Scholarships
 - Employment
 - Compensation
- The Treaty Analysis and Reports
- Reading the Logs

Tax Navigator Reports and Interfaces

Presenter: Scott Annis

- Tax Navigator Reporting Capabilities
- Export to Excel
- Demographic Data Sources and Interfaces
- Immigration Data Sources and Interfaces
- Payment Data Sources and Interfaces
- Telling the Paying System “What To Do”
- Windstar’s ERP Alliances and Interfaces

1:45 – 1:50 *Break*

1:50 – 2:35 How Options and Settings Affect Results - *Presenters: Terri Crowl and Scott Annis*

- Setting Up Your Organization
- Setting Your Defaults
 - SPT • Treaty • Forms
- Sending Data to Windstar

Foreign National Information System (Part One) *Presenter: Tom Penhale*

- Overview
- Administration settings

2:35 – 2:50 *Break provided by Windstar*

2:50 – 4:00 Performing SPT, Treaty Analysis and Understanding Logs *Presenters: Jason Foley & Scott Annis*

- Entering Immigration Information
- Dealing with Holiday and Vacation Days Away
- Performing the SPT and Redoing SPT
- Electing Residency Status
- Dealing with Changes in Immigration Status
- Residency Start and End Dates
- Residency Analysis Options
- Entering income Data
- What To Do When There are no U.S. days
- Performing the Treaty Analysis
- Dealing with Out of System Payments
- Reading the Treaty Analysis Log
- Redoing the Analysis
- TIN Issues
- Required Forms (8233, W-8BEN, W-9)

Foreign National Information System (Part Two) *Presenter: Tom Penhale*

- Creating foreign national records
- Foreign national entering data on website
- Administrator Approval Process

Thursday, December 8, 2011 – SOFTWARE TRACK (*Continued*)

4:00 – 4:10 *Break provided by Windstar*

CONCURRENT SESSIONS

Tax Navigator Basic Track

- 4:15 – 5:00 **Case Studies: Common Non-payroll and Scholarship Transactions Handled by Tax Navigator**
Presenters: Manny Paola, Connie Medico, and Terri Crowl
- Case Study Example of Entering the Following Payments into Tax Navigator
 - Royalty Payment to a Corporation
 - 9/5/6 Honorarium Payment to a B-1
 - J-1 Researcher

Special Topics Track

Foreign National Information System (Part Three)

Presenter: Tom Penhale

- Interfaces export to Tax Navigator
- Uploading forms from Tax Navigator
- Advanced Features



Friday, December 9, 2011 – SOFTWARE TRACK

7:30 – 8:30 Continental Breakfast provided by Windstar

CONCURRENT SESSIONS

Hands-on Software Track

Special Topics Track

8:30 – 9:15 Strategy for 1042 and 1042-S Submissions

Presenter: Scott Annis

- Getting your organization ready for Year-End Processing
- The Fatal Errors that will delay processing your returns
- Dealing with IRS Edits
- IRS Publications and Forms
- Requesting an Extension – 1042, 1042-S
- Submitting Forms

Maintaining Your System and Staying Up-to-date

Presenters: Terri Crowl and Manny Paola

- Upgrading Software
- Common Error Messages
- Security Key Issues
- Multiple People in the System
- Replacing Previous Users
- Maintaining Organization Information

9:15 – 10:00 Preparing 1042-S Forms

Presenter: Gary Singer and Scott Annis

- Maintaining the Record
- Adding Withholding Allowances
- Preparing Submissions for the IRS and Individuals
- Original Submissions

Foreign National Tax Resource

Presenter: Manny Paola

- Overview of Tax Library
- Overview of Tax Preparation Software

10:00 – 10:20 Break provided by Windstar

10:20 – 12:00 Preparing 1042-S Forms (Continued)

Presenters: Gary Singer and Scott Annis

- Printing Issues
- Mailing Issues
- Processing 1042-S Forms
- Completing a Form 1042
- Using the IRS FIRE System
- Getting the TCC Number

Hands-on Q and A

Presenters: Connie Medico and Manny Paola

- Meet one-on-one with Windstar experts for personalized Tax Navigator Instruction

12:00 – 1:00 Lunch provided by Windstar

1:00 – 2:00 Amending Records and Making Changes to Submitted Files

Presenters: Gary Singer and Scott Annis

- Dealing with 1042-S Errors
- How to Void and Correct an Individual Record
- When is a Correction Not a Correction
- Submissions with Corrected and Voided Records

Hands-on Q and A

Presenters: Connie Medico and Manny Paola

- Meet one-on-one with Windstar experts for personalized Tax Navigator Instruction

Friday, December 9, 2011 – SOFTWARE TRACK *Continued*

CONCURRENT SESSIONS

Hands-on Software Track

- 2:00 – 2:30** **Batch Processing**
Presenters: Gary Singer and Scott Annis
- Substantial Presence Test (SPT) in Batch
 - Treaty Analysis in Batch
 - Reports on Changes
 - Creating Form 8843
 - Special Batches
 - Interface Batches

Special Topics Track

- Hands-on Q and A**
Presenters: Connie Medico and Manny Paola
- Meet one-on-one with Windstar experts for personalized Tax Navigator Instruction

