

Windstar Technologies, **A Thomson Reuters Business**

Year-end
Nonresident
Alien and
Foreign Vendor
Tax Compliance
Training



December 6 - 9, 2011
Doubletree Guest Suites
Boston, Massachusetts

TAX COMPLIANCE TRAINING THAT FITS YOUR BUDGET!

Unique, flexible schedule allows you to attend the days that best fit your needs and budget. The choice is yours!



OVERVIEW

Windstar's Year-end NRA and Foreign Vendor Tax Compliance Training offers Windstar clients and industry professionals the most comprehensive training on the tax, immigration, treaty, and reporting obligations facing organizations when making payments to foreign individuals and vendors.

TRAINING THAT FITS YOUR BUDGET

This flexible training format allows you to attend for four days or the two-days that best fit your needs and budget – the choice is yours!

Interested in attending? Read the full details, then register today.

INDEX

3. Welcome Page
4. Schedule for Tuesday – December 6th
5. Schedule for Wednesday – December 7th
6. Schedule for Thursday – December 8th
7. Schedule for Friday – December 9th
8. Speakers
9. Hotel and Area Highlights
10. Registration
11. Testimonials
12. Windstar Products and Services

WELCOME

LECTURE-BASED TRAINING ON TREATY, IMMIGRATION, AND REPORTING REQUIREMENTS December 6th and 7th

The training kicks-off with an opening session on the latest updates affecting withholding and reporting on payments to foreign individuals and vendors. Following this presentation are two days of education designed to improve understanding of nonresident alien taxation and tax issues surrounding payments to foreign vendors with dedicated tracks covering **payments to foreign students and employees** along with **payments to foreign vendors**.

Attend the [Payments to Foreign Students and Employees Track](#) and learn about:

- ◆ Immigration basics and what documentation to look for before paying foreign individuals
- ◆ Tax treaty benefits and limitations
- ◆ Substantial presence test formula to determine proper tax residency status and withholding rates
- ◆ Scholarships, Fellowships, and Wages

Attend the [Payments to Foreign Vendors Track](#) and learn about:

- ◆ The three big IRS audit risks in accounts payable
- ◆ Tax treaty considerations when making payments to foreign vendors
- ◆ W-8 reporting forms and information gathering process
- ◆ Reporting requirements for service contract, royalty, software agreement, rent, and other payments to foreign vendors

In addition, both tracks will feature best practice and 1042-S information reporting sessions.

DEVELOPING A TAX COMPLIANCE PROGRAM Half-day Track December 8th

The December 8th half-day track on Developing A Tax Compliance Program, lead by KPMG, provides information on how to justify the importance of tax compliance to management, how to establish the program, and the steps to follow to ensure its success.

GET HANDS-ON SOFTWARE TRAINING WITH WINDSTAR'S EXPERTS December 8th and 9th

The December 8th and 9th software based sessions offer eighteen classes for new and experienced users on Windstar's software compliance solutions.





TUESDAY – December 6th

GENERAL SESSIONS

IRS Initiatives Affecting Withholding and Reporting on Payments to Foreign Individuals and Vendors

Learn the latest IRS regulations and updates affecting organizations making payments to foreign individuals and vendors. Join Windstar’s experts as they give updates on the LMSB Tier 1 compliance initiative on withholding, FACTA, the goals of the IRS, and examination techniques.

Tax Rules of the Road

Join Windstar’s Paula N. Singer Esq., nationally known expert on nonresident taxation, as she outlines the rules of the road all tax professionals need to follow when making payments to foreign individuals and vendors. Paula will provide an introductory overview on the foundations of taxation to help attendees understand the roots of the concepts that will be covered throughout the training.

CONCURRENT SESSIONS

Payments to Foreign Students and Employees Track	Payments to Foreign Vendors Track
<p>Immigration Basics Linda Dodd-Major, Esq., immigration expert and the founder of the INS’ Office of Business Liaison, will educate attendees on the immigration basics that payment and tax professionals need to understand before making payments to foreign individuals.</p>	<p>Three Big IRS Audit Targets in AP COKALA Tax Information Reporting Solutions partner Marianne Couch, Esq. will outline the three IRS targets in AP: Form 1099, Form 1042, and Contractor Compliance.</p>
<p>Immigration Documentation Windstar’s Terri Crowl will provide a detailed overview on the immigration documentation that needs to be collected, analyzed, and maintained in order to correctly pay foreign national employees and students.</p>	<p>Tax Treaty Implications on Payments to Foreign Vendors Paula Singer will educate attendees on the tax treaty considerations that need to be made in order to determine correct treaty benefits and withholding rates on payments to foreign vendors, as well as how to report and claim the benefits.</p>
<p>Introduction to Income Tax Treaties Terri Crowl will introduce attendees to income tax treaties including a review of treaty benefits, how benefits are lost or preserved, and withholding and reporting forms.</p>	<p>Overview of W-8 Reporting Forms and Solicitation Process Marianne Couch will introduce attendees to W-8 reporting forms, their purpose, differences, and the process to gather information needed for the forms.</p>

WEDNESDAY – December 7th

CONCURRENT SESSIONS

Payments to Foreign Students and Employees Track	Payments to Foreign Vendors Track
<p>Tax Treaty Benefits and Limitations Paula Singer will educate attendees on the various tax treaty benefits and limitations for students, professors, teachers, researchers, artists and athletes, prizes and awards, and royalties including maximum benefit amounts and benefit periods.</p>	<p>Documenting the U.S. or Foreign Status of Your Payee Marianne Couch will explain how to correctly document the U.S. or foreign status of a foreign vendor, as well as how to handle situations where documentation is unreliable or nonexistent. Also covered is how to explain why documentation is needed from foreign payees.</p>
<p>Resident or Nonresident: Identify the Payee Paula Singer and Terri Crowl will help attendees understand how to determine an individual's tax status based on visa type and days present in the United States. Also covered is residency elections, residency start and end dates, and days that do not count in calculating tax status.</p>	<p>Tax Reporting Procedures on Payments to Foreign Vendors (Two Part Session) Marianne Couch's two-part session will cover the correct reporting requirements and procedures on payments made to foreign vendors for service contracts, rents, software agreements, royalties, and other payment types.</p>
<p>Scholarships and Fellowships Paula Singer will describe the tax issues surrounding scholarship and fellowship payments to foreign individuals. Topics covered include tax rates, withholding allowances, treaty claims and forms, and 1042-S reporting.</p>	<p>Best Practices and Case Studies – Payments to Foreign Vendors Marianne Couch will provide case studies and best practices to help ensure proper collection, validation, and reporting on payments to foreign vendors. Included in the case studies are a W-8 solicitation and reporting example, along with a form 1042-S reporting example.</p>
<p>Wages Terri Crowl will explain the NRA reporting rules on wages. Included are discussions on FICA exemptions, treaty claims and forms, and form W-2 vs. Form 1042-S.</p>	<p>1042-S International Reporting on Payments to Foreign Students, Employees and Vendors Windstar's Gary Singer and Paula Singer will examine information reporting strategy, and reportable payments and codes for 1042-S forms for payments to foreign students, employees, and vendors.</p>
<p>Best Practices and Case Studies – Policies and Procedures on Payments to Foreign Students and Employees Join Terri Crowl as she educates attendees on the considerations needed when creating policies and procedures surrounding payments to foreign students and employees. Included are case studies to reinforce concepts.</p>	

THURSDAY – December 8th

DEVELOPING A TAX COMPLIANCE PROGRAM HALF-DAY TRACK

Justifying Nonresident Alien Tax Compliance to Management

KPMG’s presenters will walk attendees through the steps that individuals should take to justify the need for this complicated area of tax compliance. Included will be a review of IRS penalty amounts, the dangers of noncompliance, and identifying areas of potential risks.

Establishing a Tax Compliance Program (Two Part Session)

Attendees will be given guidance on the steps needed to establish a tax compliance program. The two-part session will review field examples of audit techniques used by the IRS, along with determining responsibilities, creating reporting timelines, communicating the program, and ways to ensure adherence to the program.

GENERAL SOFTWARE SESSION

Case Studies: Common Non-payroll and Scholarship Transactions Handled by *Tax Navigator*


Join Windstar’s Terri Crowl, Connie Medico, and Manny Paola as they provide hands-on case studies of how to enter payment information into *Tax Navigator* for: a royalty payment to a corporation, a 9/5/6 honorarium payment to a B-1, and a payment to a J-1 researcher.

CONCURRENT SESSIONS

<i>Tax Navigator</i> Basics Track	Special Topics Track
Tax Law and Regulations and Tax Navigator Processing Join Paula Singer as she provides an overview of the tax law and regulations that the <i>International Tax Navigator</i> [®] helps organizations manage.	Tax Nav Reports and Interfaces Scott Annis will walk seasoned users through <i>Tax Nav’s</i> various reports and interface options. Included will be a review of the data flow, <i>Tax Nav</i> reports, generic interfaces, and Windstar’s ERP interfaces.
Windstar Solutions Manny Paola and Connie Medico will educate attendees on Windstar’s client support capabilities, and components of the <i>Tax Navigator</i> software system.	Performing SPT, Treaty Analysis, and Understanding Logs Jason Foley will demonstrate how to perform the Substantial Presence Test in <i>Tax Navigator</i> , and understand treaty analysis and report logs.
Tax Navigator Boot Camp (Two-Part Session) Manny and Connie will provide a hands-on training for new users of <i>Tax Navigator</i> or for those looking for a refresher course. The two-part session will educate attendees on the basics of the software, how to navigate through its functions, and how to understand reports and logs. Included are examples of entering information into the <i>Tax Navigator</i> .	Foreign National Information System (Two-Part Session) Windstar’s <i>Foreign National Information System (FNIS™)</i> Coordinator Tom Penhale will lead this two-part session on Windstar’s web based data collection and forms delivery system. Tom will provide an overview of the system, examine administrative functions, advanced features, and how to get the information into <i>Tax Navigator</i> .
How Options and Settings Affect Results Terri Crowl and Scott Annis will help attendees understand the importance of correctly identifying organizational settings before using <i>Tax Navigator</i> for the first time. Included is an overview of the considerations that must be made as well as an overview of different setting options available within the software.	

FRIDAY – December 9th

CONCURRENT SESSIONS

Hands-On Track	Special Topics Track
<p>Strategy for 1042-S and 1042 Processing and Preparing the Forms Scott Annis will provide attendees with a strategy for conducting 1042/1042-S year-end processing including a review of how to prepare for year-end, fatal errors that will delay processing, key dates, and requesting extensions.</p>	<p>Maintaining Your System and Staying Up-to-Date Join Manny Paola and Terri Crowl as they provide a framework to ensure that you stay up-to-date on tax changes and maintaining your Tax Navigator software.</p>
<p>Preparing 1042-S Forms (Two-Part Session) Gary Singer and Scott Annis will educate attendees on using Tax Navigator for 1042/1042-S processing. Included will be hands-on education that will walk attendees through using the system to process forms 1042 and 1042-S.</p>	<p>Foreign National Tax Resource™ Manny Paola will provide information on how to use the online tax library and tax return preparation software for both organization administrators and foreign national users.</p>
<p>Amending Records and Making Changes to Submitted Files Gary Singer and Scott Annis will educate attendees on dealing with 1042-S errors, how to void and correct an individual record, and submissions with corrected and voided records.</p>	<p>Hands-on Q and A Manny Paola and Connie Medico will be available for one-on-one personalized Tax Navigator instruction to provide more in-depth education.</p>
<p>Batch Processing Gary Singer and Scott Annis will provide an overview on Substantial Presence Test (SPT) and treaty analysis in batch, reports on changes, creating Form 8843, and interfacing using the batch processor.</p>	

SPEAKERS

Whether you attend for two days or all four, Windstar's experts will provide you with the legal and technical knowledge to perform your job well. Our experts have educated thousands of payroll, accounting, finance, control, tax, and audit professionals on the tax and immigration issues surrounding payments to foreign students, employees, and vendors, and understand how to get the most out of the *Tax Navigator*.

Lecture session presenters include:

Paula N. Singer, Esq. – Windstar's chair and award-winning author on nonresident alien tax issues

Marianne Couch, Esq. – nationally known advisor and author on U.S. federal and state tax information reporting compliance and principal with COKALA Tax Information Reporting Solutions, LLC

Linda Dodd-Major, Esq. – immigration expert and creator and former director of the INS' Office of Business Liaison

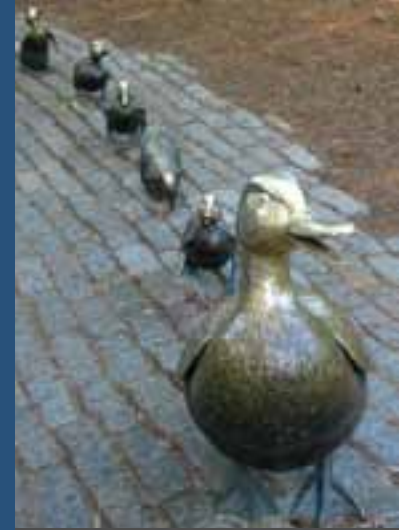
Terri Crowl - Windstar's senior support analyst and former international tax coordinator at George Mason University

Windstar's Gary Singer, Scott Annis, Connie Medico, Tom Penhale, Manny Paola, and Jason Foley lead all software training sessions.

Gary was the major architect in the design of the *Tax Navigator* system.

Scott, Connie, Manny, and Jason have helped many users comfortably navigate the software.

Tom has trained countless Windstar users on the *Foreign National Information System (FNIS™)* web-based data collection tool.



HOTEL AND AREA HIGHLIGHTS

HOTEL INFORMATION

Stay minutes from downtown Boston at the Doubletree Guest Suites, an all suite hotel located on the banks of the Charles River, just minutes from downtown Boston and its major attractions.

Hotel Features include:

- ◆ Shuttle service to major tourist destinations in Boston and Cambridge
- ◆ Low cost transportation to and from Logan International Airport
- ◆ High-def flat screen televisions in each room
- ◆ Scullers Jazz Club

A special discounted room rate of \$149 (plus tax) per night for a single or double occupancy suite is available by calling the Doubletree Guest Suites directly at 617-783-0090 before November 14th.

To receive the discount, mention you are attending the *Windstar Technologies* training.

AREA ATTRACTIONS

Many of New England's most famous and visited locations are a short walk, cab ride, or shuttle trip from the hotel. The Doubletree Guest Suites offers complimentary shuttles to many of the attractions listed below. Taxi fares to many of the locations range from \$15 - \$20.

- ◆ Scullers Jazz Club – onsite
- *◆ Harvard Square – 1.5 mile (15 – 20 minute walk)
- ◆ Fenway Park – 2 miles
- *◆ Shops at the Prudential Center – 2.5 Miles
- *◆ Boston Public Garden/Boston Common – 3.5 miles
- ◆ Theatre District – 3.5 miles
- ◆ Copley Square – 2.5
- ◆ Faneuil Hall – 4 miles
- *◆ New England Aquarium – 4 miles
- ◆ North End (Boston's "Little Italy") – 4 miles
- * Shuttle stop

Doubletree Guest Suites



Register Today!

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REGISTRATION FORM

REGISTRATION

Your registration fee includes:

- ◆ Complimentary copies of Windstar Publishing's tax guides, *A Guide for Filing IRS Forms 1042 and 1042-S*, *Tax Treaty Benefits for Foreign Nationals Performing U.S. Services*, and the U.S. INS' pamphlet *A Guide to Selected U.S. Travel and Identity Documents*.
- ◆ The following IRS Publications: *15-Circular E Employers Tax Guide*, *515-Withholding on Tax and Nonresident Aliens and Foreign Entities*, *519-U.S. Tax Guides for Aliens*, *901-U.S. Tax Treaties*, and *3609-Filing Information Returns Electronically for Business e-filers*.
- ◆ Continuing education credits (for those who apply).
- ◆ All breakfasts, coffee breaks, and lunches; a laptop for all hands-on sessions and a comprehensive binder.

NRA and Foreign Vendor Tax Training ■ Doubletree Guest Suites ■ Boston, MA ■ December 6 - 9, 2011 ■ PLEASE PRINT

Name _____ Title _____

Organization _____ Dept _____

Street Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____ Email _____

Special meal requests: _____

Registration Rates (*early birds save – pay before October 24th.*)

	Lecture Only December 6-7	Half Day December 8	Software Only December 8-9	Combination December 6-7
First Attendee	\$995 \$895 (<i>early bird</i>)	\$600 \$500 (<i>early bird</i>)	\$1,145 \$1,045 (<i>early bird</i>)	\$1,850 \$1,650 (<i>early bird</i>) _____
Additional Attendees <input type="checkbox"/>	\$895 \$795 (<i>early bird</i>)	\$500 \$400 (<i>early bird</i>)	\$1,045 \$945 (<i>early bird</i>)	\$1,750 \$1,550 (<i>early bird</i>) _____

Payment by: [] Visa [] Mastercard [] Amex [] Check

Card No. _____ Expiration Date _____

Name as it appears on card: _____ Signature _____

SELECT LECTURE TRACK: Accounts Payable or Payments to Foreign Students and Employees

Register online at www.windstar.com, by fax 781-551-0808, or mail to Windstar Technologies, PO Box 800, Norwood, MA 02062

Cancellations are subject to a \$500 administrative fee. Transfers are subject to a \$250 administrative fee.

Register Today! | www.windstar.com | 10



TESTIMONIALS

NRA AND FOREIGN VENDOR TAX TRAINING TESTIMONIALS

Windstar training sessions are effective, timely, and focused on the important issues facing organizations dealing with the complicated area of nonresident alien tax compliance. The following are comments from attendees.

All speakers were very knowledgeable, with a wealth of information, willing to answer questions, approachable, and gave real life situations to show true life experiences.

Nadine Hlad
University of Pittsburg

Everyone was so knowledgeable and worked so well together. I was very impressed. Loved the handouts. Lots of issues were clarified for me and I now have more people I can contact to help me out when needed.

Molly Roberts
University of Oklahoma

My learning objectives for attending this training were exceeded! I needed direction and found it, thanks for getting the information in terms we can understand. Very good handouts!

Debbie Watson
Texas Christian University

I had such a wonderful experience at the seminar! We learned more than I thought possible and also made great contacts.

Mary Phillips
Hofstra University

The hands-on sessions were most helpful. The pace was particularly useful as it provided for questions and answers.

Marc Aubertin
New England Conservatory of Music

Excellent! Came away with confidence that I have a good grip on the issues now.

Janis Afonso
Marine Biological Laboratory Woods Hole

I am comfortable working with your program. The knowledge you have is just great. You make it seem simple. Hope to be able to attend future seminars!

Betty Capasso
Case Western Reserve University

Having Gary, Paula and the crew at Windstar is like having an angel on your shoulder!

Pat Meskimen
University of Iowa

Found this training session to be well organized and presented and chock full of information. I am glad that I attended despite the fact that I am starting at ground zero.

Rose Pandolfino
Wesleyan University

WINDSTAR TECHNOLOGIES

Windstar Technologies, A Thomson Reuters Business. offers comprehensive and powerful tax and immigration software for handling payments to foreign individuals and vendors, reducing tax exposure and promoting improved internal practices while reducing costs. Up-to-date, comprehensive training programs, consulting, and tax guides also help clients meet the complex challenges surrounding IRS tax compliance.

W-8 E-Compliance™

For large corporations and institutions making payments to foreign vendors and individuals for services, royalties and licensing fees, rents, interest, or other payments, *W-8 E-Compliance* simplifies collection and verification of W-8 forms, automates withholding determination, and accurately prepares forms 1042/1042-S.

International Tax Navigator®

For educational and research institutions, hospitals, and nonprofits making scholarship, fellowship, honoraria, and employment compensation payments to students, scholars, researchers, and teachers. *International Tax Navigator* is a complete software solution for nonresident alien tax compliance and income tax treaty analysis that prepares forms 8233, W-4, W-8, and 1042/1042-S.

Foreign National Tax Resource™

For educational and research institutions, hospitals, and nonprofits, *Foreign National Tax Resource (FNTR)* simplifies tax preparation for foreign national students, researchers, and employees – whether they are nonresident, resident, or dual status individuals. *FNTR* completes Forms 1040-NR and 1040NR-EZ.

Windstar Publishing, Inc.

Windstar Publishing, Inc. provides tax guidebooks in easy-to-understand prose. To view a complete list of publications and to purchase books from Windstar Publishing, go to shopping.windstar.com.

Intelligent Software Solutions for International Tax and Immigration Compliance

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