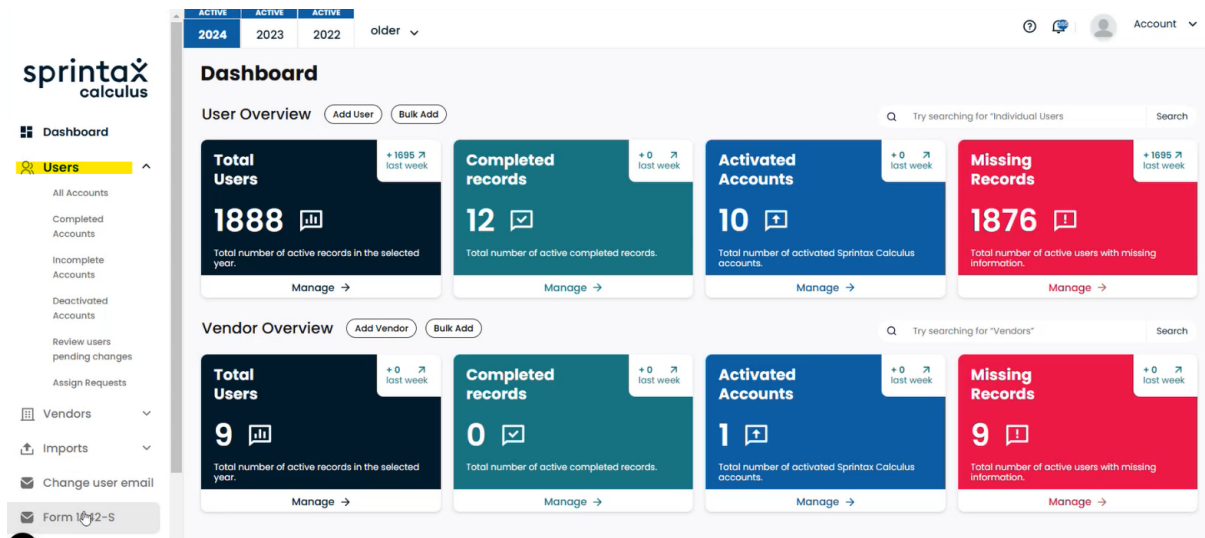
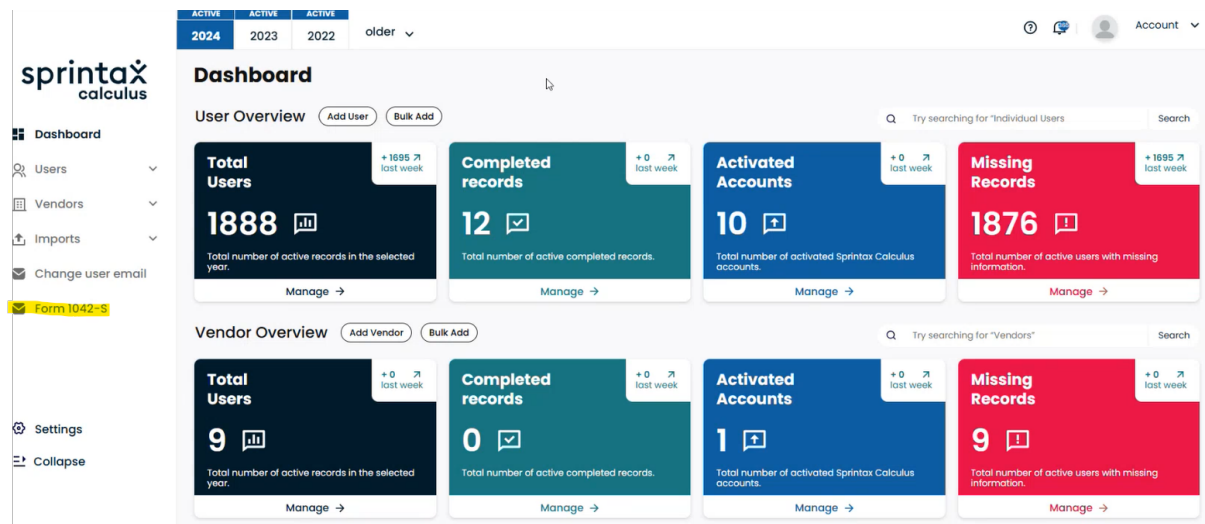


# 1042-S Button Feature Instructions

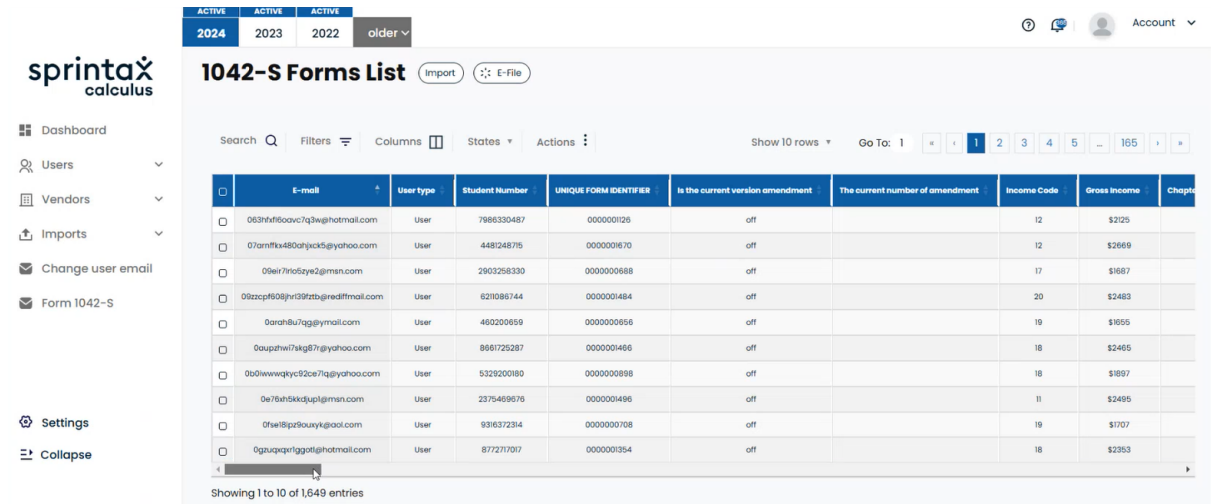
The new 1042-S button in Calculus provides a separate list displaying details and fields for all generated 1042-S forms. These forms can also be found and exported from the user list in the left-hand panel.



## 1. Accessing the 1042-S List

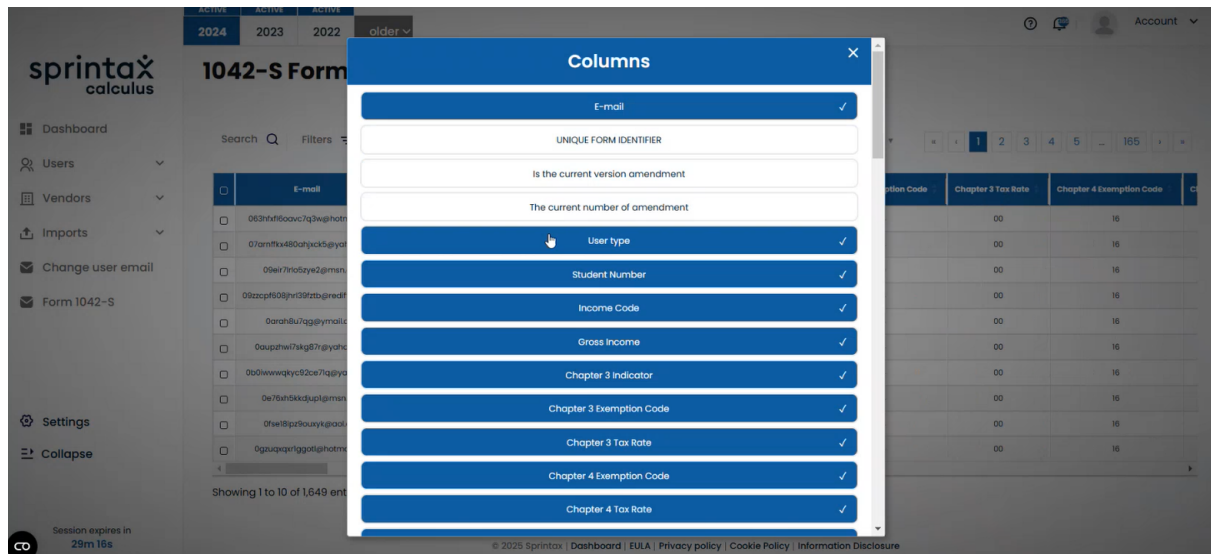


Click the 1042-S button to view a list populated with columns such as user type, chapter 3 and 4 codes, income code, gross income, and other details included in the 1042-S forms. Columns can be rearranged by clicking and dragging them.



## 2. Columns Button

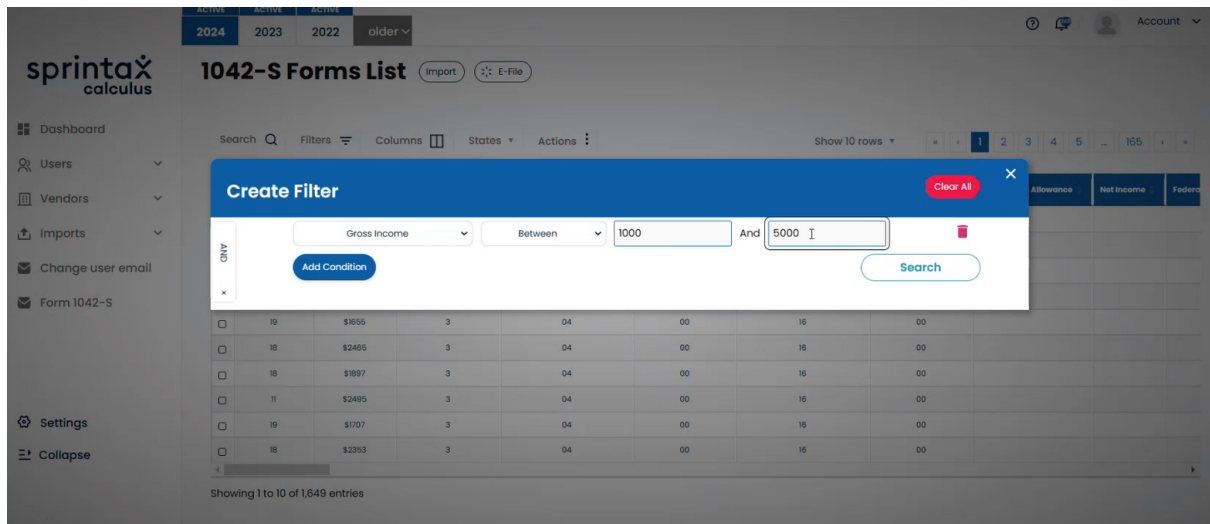
The Columns button allows you to select which columns to display. Unchecked columns will disappear from the list, while checked columns will remain visible.



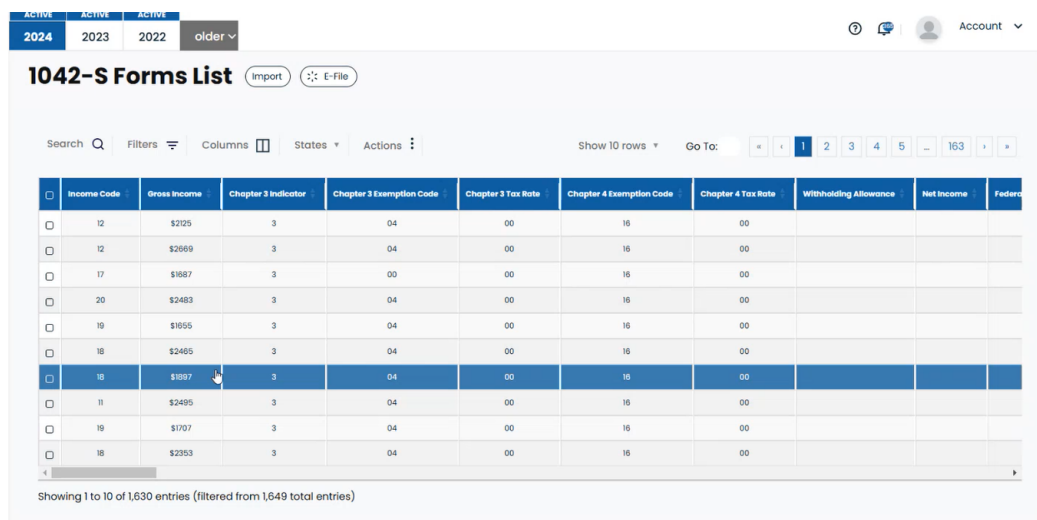
To close the window, click the "X" button or click outside the window to return to the list.

## 3. Filters Button

You can filter the list based on any displayed column. For example, to create a report with foreign nationals who have received an income between \$1,000 and \$5,000, click the gross income column, set the range, and then click "Search."

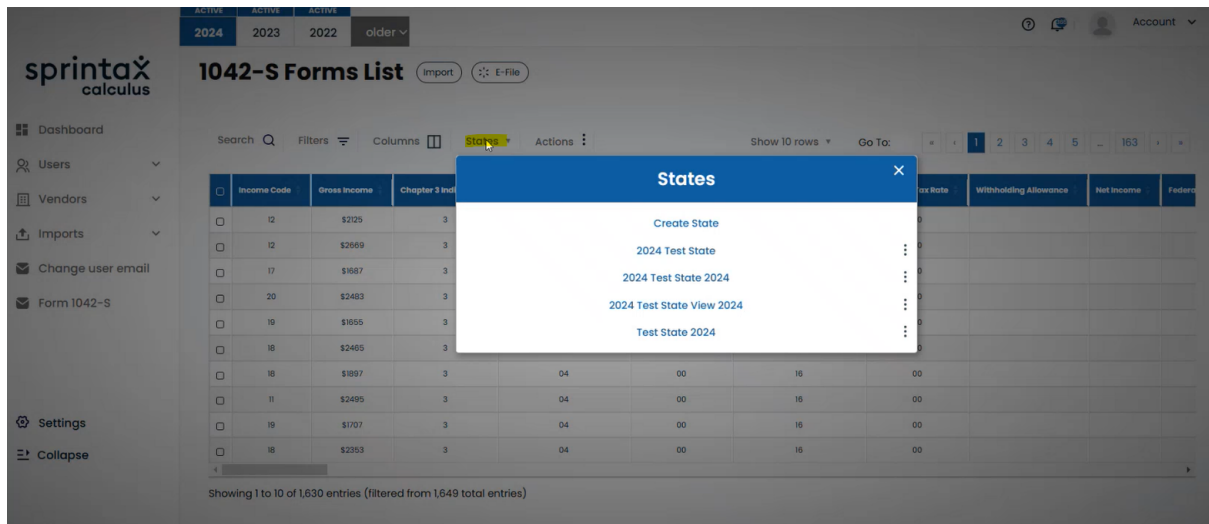


The filtered results will appear in the list.



#### 4. States Button

The States button locks in the current list with any applied changes. To save a previously created state, use the three-dot button to either rename or remove it.

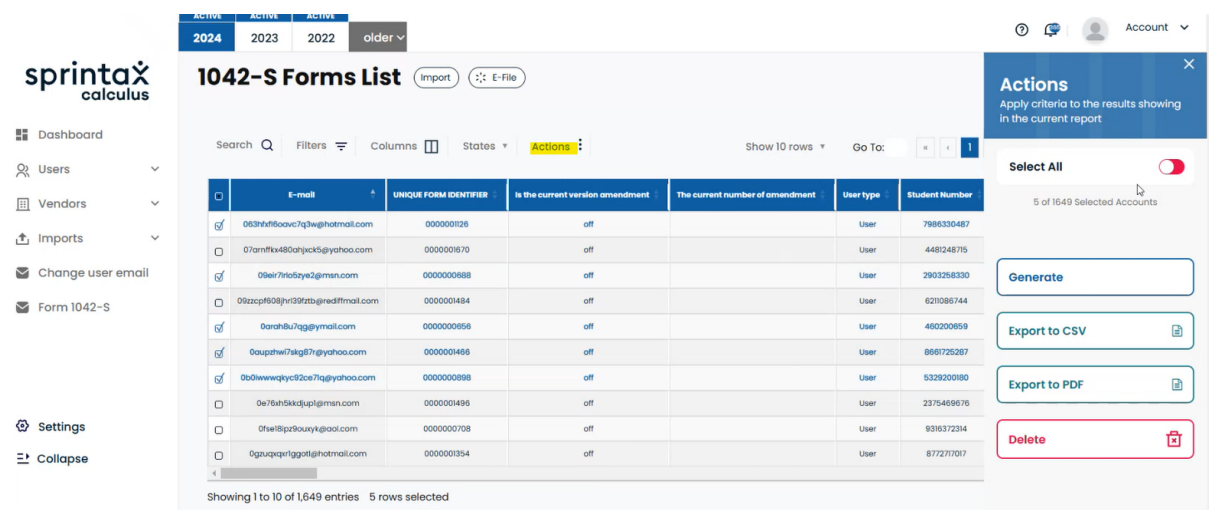


Click "Create State" to name and save the current list configuration.

## 5. Actions Button

After selecting the desired 1042-S forms, the following options will appear in the side panel:

- **Generate:** Creates copies of the selected 1042-S forms.
- **Export to CSV:** Exports the selected 1042-S forms into a CSV Excel file.
- **Export to PDF:** Exports the selected 1042-S forms into a PDF.
- **Delete:** Removes selected 1042-S forms from the list.



**Please note:** The delete function is only available for 1042-S forms generated using the 1042-S Import Sheet method and not for accounts with the Payments Entry Module active.

## 6. E-File Button

Located at the top left of the page, the E-File button opens a side panel with two options:

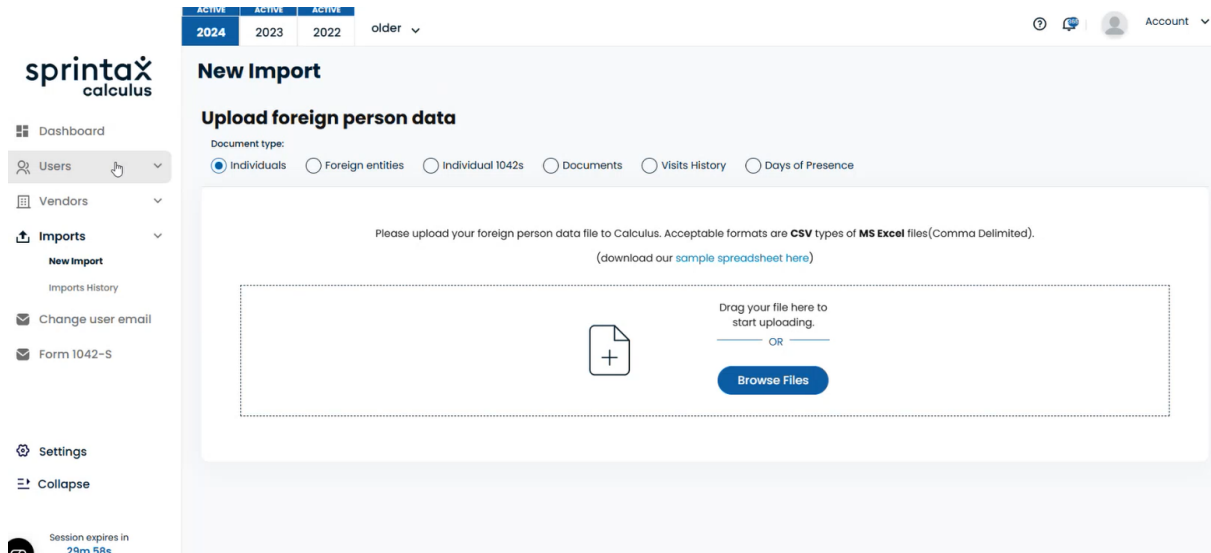
- **Generate All:** Generates copy A of all 1042-S forms in the list.
- **Export :** Produces a TXT copy of the 1042-S forms.

The screenshot displays the '1042-S Forms List' interface. At the top, there are filters for years (2024, 2023, 2022) and a dropdown for 'older'. The 'E-File' button is highlighted. A notification banner states 'Records were deleted successfully.' Below this is a search and filter bar. The main table has the following columns: E-mail, UNIQUE FORM IDENTIFIER, Is the current version amendment, The current number of amendment, User type, and Student Number. The table contains 15 rows of data. On the right, a side panel titled '1042-S' provides instructions and contains 'Generate All' and 'Export' buttons. A session expiration notice is visible in the bottom left corner.

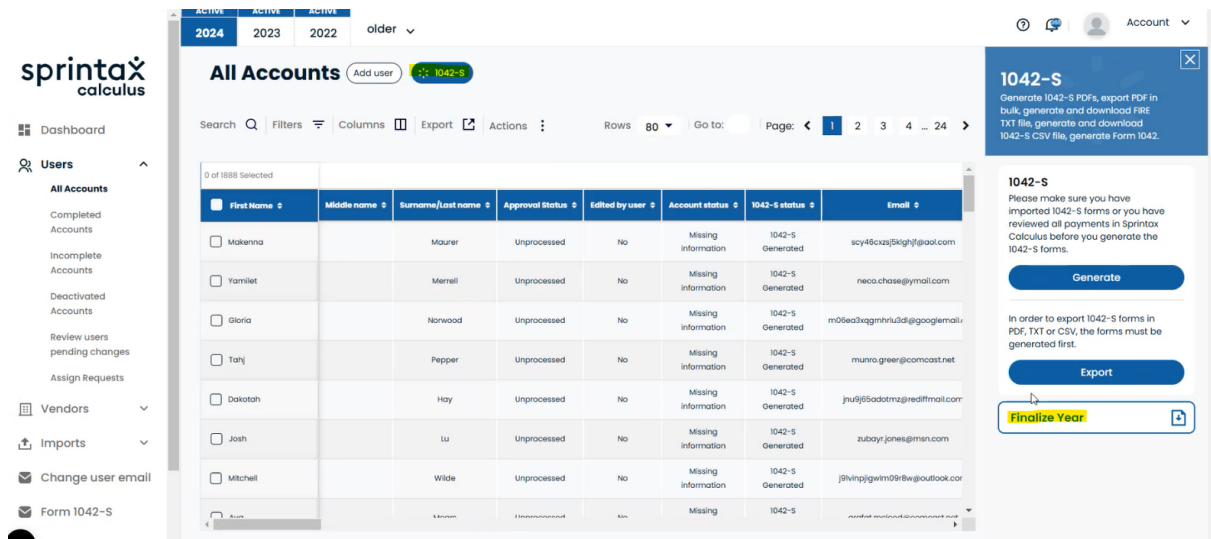
	E-mail	UNIQUE FORM IDENTIFIER	Is the current version amendment	The current number of amendment	User type	Student Number
<input type="checkbox"/>	063hm16oavc7q3w@hotmail.com	000000126	off		User	7986330487
<input type="checkbox"/>	07amffix48oahjck5@yahoo.com	0000001670	off		User	4481246715
<input type="checkbox"/>	09er7r1o5zye2@msn.com	0000000888	off		User	2903258330
<input type="checkbox"/>	08zacpf608hr39rtz@rediffmail.com	0000001484	off		User	6210086744
<input type="checkbox"/>	0arah8u7ag@gmail.com	0000000656	off		User	4602000659
<input type="checkbox"/>	0aupzthw7kkg7r@yahoo.com	0000001496	off		User	8961726287
<input type="checkbox"/>	0b0wwwqky62ce71q@yahoo.com	0000000886	off		User	5329200180
<input type="checkbox"/>	0e7b7h5kkd4pl@msn.com	0000001496	off		User	2375469676
<input type="checkbox"/>	0fse18p28ouxyk@aol.com	0000000708	off		User	636372314
<input type="checkbox"/>	0guxqep1fggot@hotmail.com	0000001354	off		User	8772717017
<input type="checkbox"/>	0y5v2trtt3opkbr@gmail.com	0000000012	off		User	9886297254
<input type="checkbox"/>	0r55mm880qngd@msn.com	0000000878	off		User	1832241022

## 7. Imports Button

The Imports button transfers you to the Imports section for payment registration, depending on whether you use the 1042-S Import method or the Payments Entry Module.



For 1042-S form generation, ensure that both the User List and Vendor List are finalized and locked. Click the 1042-S button within each list and select "Finalize Here" before generating the form.



Once finalized, go to the 1042-S form list and use the "E-File" button and easily see and "Generate" the 1042.

**1042-S Forms List** Import 1042-S E-File

Search  Filters Columns States Actions Show 10 rows Go To: 1

<input type="checkbox"/>	E-mail	User type	Student Number	UNIQUE FORM IDENTIFIER	Is the current version amendment	The current number of amendment
<input type="checkbox"/>	063rhff5oavc7q3w@hotmail.com	User	7986330487	000000126	off	
<input type="checkbox"/>	07amflx480ahjx5@yahoo.com	User	44824875	000000670	off	
<input type="checkbox"/>	09er7rta2ye2@msn.com	User	2903258330	000000688	off	
<input type="checkbox"/>	09zcpf508pvi39fzb@rediffmail.com	User	621095744	000000484	off	
<input type="checkbox"/>	0aroh8u7ag@ymail.com	User	480200659	000000659	off	
<input type="checkbox"/>	0aupthw7kg67@yahoo.com	User	8981725287	000000466	off	
<input type="checkbox"/>	0ab0wwwqky92ce7q@yahoo.com	User	532820080	000000898	off	
<input type="checkbox"/>	0e76h8kxupl@msn.com	User	2375469676	000000496	off	
<input type="checkbox"/>	0fwe18p29ouy@aol.com	User	93637234	000000708	off	
<input type="checkbox"/>	0guxzpr1ggot@hotmail.com	User	877271707	000000354	off	

Showing 1 to 10 of 1,649 entries

Session expires in 29m 55s

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**1042-S**

Generate 1042-S PDFs, export PDF in bulk, generate and download FIRE TXT file, generate and download 1042-S CSV file, generate Form 1042.

Please make sure you have imported 1042-S forms or you have reviewed all payments in Sprintax Calculus before you generate the 1042-S forms.

[Generate All](#)

In order to create 1042-S forms text file for e-filing with FIRE, the forms must be generated first.

[Export](#)

**1042**

Complete and export Form 1042, Annual Withholding Tax Return. Make sure all applicable forms have been generated.

[Generate](#)

Form 1042, Annual Withholding Tax Return has not been generated yet.

Once generated, Calculus will allow you to e-file the 1042 form.

### Form 1042, Annual Withholding Tax Return

**Withholding agent's details**

If this is an amended return, check here  
 Yes  No

Name of Withholding agent:  
**Damian & Victoria**

Employer Identification Number of Damian & Victoria:  
**33-3333333**

Street and number:  
**333 N. MICHIGAN AVE, STE 915**

City or town, State or Province, country, and zip or foreign postal code:  
**Chicago Illinois 60601**

**1042-S tax liability calculated per deposit periods** Clear

Period ending	Amount (\$)	Period ending	Amount (\$)
7	0	7	0
15	0	15	0
<b>Jan.</b>		<b>Feb.</b>	
22	1,450	22	0
31	0	28	0
<b>Jan. Total</b>	1,450	<b>Feb. Total</b>	0

I confirm that the entries on this form are complete

Close Generate