

## Getting Started

In this guide we have provided explanations and sample forms to assist 2nd-5th year American JETs with the tax-filing process. For complete details, consult Publication 54 (*Tax Guide for U.S. Citizens and Resident Aliens Abroad*), which can be accessed online at the Internal Revenue Service (IRS) website ([www.irs.gov](http://www.irs.gov)) by searching for Publication 54.

The IRS office for U.S. citizens living abroad is located at the following address. All forms should be sent here.

Department of the Treasury  
Internal Revenue Service Center  
Austin, TX 73301-0215  
U.S.A.

Additionally, the IRS website lists a lot of information to help citizens living abroad with the tax-filing process. Go to "Individuals" and then "International Taxpayers" and you will find a FAQ section. Also, you can ask general questions about tax law at [www.irs.gov/help/page/0,,id=133197,00.html](http://www.irs.gov/help/page/0,,id=133197,00.html), and you can call the IRS automated information line at (215) 516-2000 for specific questions.

Information regarding state taxes is not covered in this packet. Please consult your home state's tax agency for information.

## The Forms

Here is a summary of what you will need:

* <b>Foreign Earned Income Statement</b>	[file with Form 1040]
* <b>2555-EZ</b> Foreign Earned Income Exclusion	[file with Form 1040]
* <b>1040</b> Individual Income Tax Return	[file by June 15]
* <b>Publication 970</b> (if you've paid deductible interest on student loans in the last year)	

\* If your address in Japan has changed since you filed last year, you will need to re-file **Form 8822** Change of Address form as well (see tax guide for first-year JETs).

\* It is not necessary to request an extension to file, but you can do so if you choose by filing **Form 4868** Extension of Time to File form (see tax guide for first-year JETs).

# Foreign Earned Income Statement

Photocopy the small form that your school or BOE gave you showing how much money you made in 2011. It's called the 源泉徴収票 (*gensen choushuu hyou*) in Japanese. If you have not received it yet, ask the accountant in your school or BOE office. This will act as a W-2 for the income you earned in Japan.

Indicate your name and your gross income on the photocopy and write "Foreign Earned Income Statement" across the top. It should look like this (example taken from GIH):

## Foreign Earned Income Statement

平成 年分 給与所得の源泉徴収票

支払を受ける者	住所又は居所 <b>①</b>	氏名 氏名 フリガナ <b>②</b> 役職名	(受給者番号)
種別	支払金額	給与所得控除後の金額	所得控除の額の合計額
給料・賞与	千円 <b>③</b>	円 <b>④</b>	千円内 <b>⑤</b>
控除対象配偶者の有無等	配偶者特別控除の額	経費控除の額 (配偶者を除く)	障害者の数 (本人を除く)
有 無	千円	特定 老人 人 人 その他 特別 老人 人 人	社会保険料等の金額
(健康) 住宅借入金等特別控除可能額	円	国民年金保険料等の金額	<b>⑦</b> 円
未成業者	乙種	本人の障害者	配偶者の合計所得
種別	その他	一 般	円
		特別	個人年金保険料の金額
		夫	円
		勤労学生	田舎長期損害保険料の金額
		死亡退職	円
		災害者	
		外国人	
			中途退社・退職
			受給者生年月日
			財源 退職 年月日 年 月 日
			年 月 日
支払者	住所(居所)又は所在地	(電話)	
	氏名又は名称		

- ① Address 住所
- ② Name 名前
- ③ Net salary from January to December (including tax for those who pay tax in Japan)  
1月～12月までの給与総額で、日本で課税される場合は税額分を含む
- ④ Amount remaining after deducting tax exemptions from ③.  
③から給与所得控除額を引いた額
- ⑤ Amount deducted based on Social Insurance and Life Insurance payments  
社会保険料、生命保険料などの支払額をもとに一定額を控除するもの
- ⑥ Amount of Income tax paid  
所得税の額
- ⑦ Amount of Social Insurance paid (Health Insurance and Pension Insurance)  
社会保険料 (健康保険料、厚生年金保険料) の支払い額

**2555-EZ Foreign Earned Income Exclusion**

This form is used to exempt you from paying U.S. income taxes on the money you earn in Japan.

**Part I** - You may qualify for the Bona Fide Resident Test, but the qualifications for this test are somewhat vague and difficult to understand. You will qualify for the Physical Presence Test and Tax Home Test like you did last year, so we recommend you use this qualification and not bother with the Bona Fide Resident Test.

**Part I Tests To See If You Can Take the Foreign Earned Income Exclusion**

**1 Bona Fide Residence Test**

- a Were you a bona fide resident of a foreign country or countries for a period that includes an entire tax year (see page 2 of the instructions)?  Yes  No
  - If you answered "Yes," you meet this test. Fill in line 1b and then go to line 3.
  - If you answered "No," you **do not** meet this test. Go to line 2 to see if you meet the Physical Presence Test.
- b Enter the date your bona fide residence began ► \_\_\_\_\_, and ended (see instructions) ► \_\_\_\_\_.

**2 Physical Presence Test**

- a Were you physically present in a foreign country or countries for at least 330 full days during—
  - 2011 or
  - any other period of 12 months in a row starting or ending in 2011?  Yes  No
  - If you answered "Yes," you meet this test. Fill in line 2b and then go to line 3.
  - If you answered "No," you **do not** meet this test. You **cannot** take the exclusion unless you meet the Bona Fide Residence Test above.
- b The physical presence test is based on the 12-month period from ► January 1, 2011 through ► Dec. 31, 2011.

- 3 Tax Home Test.** Was your tax home in a foreign country or countries throughout your period of bona fide residence or physical presence, whichever applies?  Yes  No
  - If you answered "Yes," you can take the exclusion. Complete Part II below and then go to page 2.
  - If you answered "No," you **cannot** take the exclusion. **Do not** file this form.

**Part II** - Fill in your address and employment information; write "NA" for Employer's U.S. address. Your employer is "other"-- put something like "foreign local government office." Follow the instructions until you get to the part that asks what your tax homes were during the tax year. In this blank, enter your address in Japan and the date (month and year) you began living there. If you moved during 2011, make sure to list your former address as well.

**Part II General Information**

<b>4</b> Your foreign address (including country) Yamabiru 5, Toricho 4-31 Inakamura, Kumamotoken, JAPAN 123-4567		<b>5</b> Your occupation Assistant Language Teacher OR Coordinator for International Relations
<b>6</b> Employer's name Kumamoto Prefecture (for SHS ALTs) Your City/Town/Village (JHS/ES ALTs) Your City/Town/Village (for CIRs)	<b>7</b> Employer's U.S. address (including ZIP code) NA	<b>8</b> Employer's foreign address Base School Address (for SHS ALTs) BOE Address (for JHS/ES ALTs)
<b>9</b> Employer is (check any that apply): <ul style="list-style-type: none"> <li>a A U.S. business <input type="checkbox"/></li> <li>b A foreign business <input type="checkbox"/></li> <li>c Other (specify) ► <u>Foreign Local Government Office</u> <input checked="" type="checkbox"/></li> </ul>		
<b>10a</b> If you filed Form 2555 or 2555-EZ after 1981, enter the last year you filed the form. ► <u>2010</u>		
<b>b</b> If you did not file Form 2555 or 2555-EZ after 1981, check here ► <input type="checkbox"/> and go to line 11a now.		
<b>c</b> Have you ever revoked the foreign earned income exclusion? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<b>d</b> If you answered "Yes," enter the tax year for which the revocation was effective. ► _____		
<b>11a</b> List your tax home(s) during 2011 and date(s) established. ► <u>List all tax homes (all addresses you lived at) in 2011 and the dates you lived there</u>		
<b>b</b> Of what country are you a citizen/national? ► <u>USA</u>		

**Part III** - Under Days Present in the U.S., fill in any time you spent in the U.S. during the 12-month period you specified under the Physical Presence Test in Part I. If you did not return to the U.S. in 2011, refer to the example below. If you returned to the U.S. during 2011, refer to the example on the next page.

**Part IV** - Figure your Foreign Earned Income Exclusion. Use the 12-month period from Part I to calculate the number of days in your qualifying period that fall within 2011, and enter the number on Line 14.

Convert the amount listed on your **Foreign Earned Income Statement** to USD and enter that figure on Line 17. The IRS likes everything you do to be outlined explicitly, so draw an asterisk and write, "see foreign earned income statement" at the bottom of the page. Then write a statement along the lines of: "I used the 2011 average Yen/USD exchange rate as reported by the Federal Reserve Bank to calculate the amount reported on Line 17. That rate was \$1 = 79.70 Yen." And, finally, sign your name to the note.

<b>Part III Days Present in the United States</b> — Complete this part if you were in the United States or its possessions during 2011.				
12	(a) Date arrived in U.S.	(b) Date left U.S.	(c) Number of days in U.S. on business	(d) Income earned in U.S. on business (attach computation)
	NA	NA	0	0

<b>Part IV Figure Your Foreign Earned Income Exclusion</b>			
13	Maximum foreign earned income exclusion . . . . .	13	\$92,900 00
14	Enter the number of days in your qualifying period that fall within 2011 . . . . .	14	365 days
15	Did you enter 365 on line 14? <input type="checkbox"/> Yes. Enter "1.000." <input checked="" type="checkbox"/> No. Divide line 14 by 365 and enter the result as a decimal (rounded to at least three places).	15	x 1.000
16	Multiply line 13 by line 15 . . . . .	16	92900 00
17	Enter, in U.S. dollars, the total foreign earned income you earned and received in 2011 (see instructions). Be sure to include this amount on Form 1040, line 7 . . . . .	17	39146 80
18	<b>Foreign earned income exclusion.</b> Enter the smaller of line 16 or line 17 here and in parentheses on Form 1040, line 21. Next to the amount enter "2555-EZ." On Form 1040, subtract this amount from your income to arrive at total income on Form 1040, line 22 . . . . .	18	39146 80

If you returned to the U.S. anytime in 2011, you must note those dates in Part III and subtract them from the number of days in your qualifying period in Part IV Line 14. Here is an example.\*

<b>Part III Days Present in the United States</b> — Complete this part if you were in the United States or its possessions during 2011.				
12	(a) Date arrived in U.S.	(b) Date left U.S.	(c) Number of days in U.S. on business	(d) Income earned in U.S. on business (attach computation)
	December 20, 2011	January 4, 2012	0	0

**Part IV Figure Your Foreign Earned Income Exclusion**

13	Maximum foreign earned income exclusion . . . . .	13	\$92,900	00
14	Enter the number of days in your qualifying period that fall within 2011 .	14	353	days
15	Did you enter 365 on line 14? <input type="checkbox"/> Yes. Enter "1.000." <input checked="" type="checkbox"/> No. Divide line 14 by 365 and enter the result as a decimal (rounded to at least three places).	15	x	.967
16	Multiply line 13 by line 15 . . . . .	16	89834	30
17	Enter, in U.S. dollars, the total foreign earned income you earned and received in 2011 (see instructions). Be sure to include this amount on Form 1040, line 7 . . . . .	17	39146	90
18	<b>Foreign earned income exclusion.</b> Enter the smaller of line 16 or line 17 here and in parentheses on Form 1040, line 21. Next to the amount enter "2555-EZ." On Form 1040, subtract this amount from your income to arrive at total income on Form 1040, line 22 . . . . . ▶	18	39146	90

\*Please be aware that if you returned to the U.S. for more than 35 days in 2011, you will have less than the 330 days necessary to pass the Physical Presence Test. For example, let's say you made two 20-day trips to the U.S. in 2011, one in August and one in December. This means that in 2011, you spent only 325 days abroad (365-40=325), five short of the 330 total needed. In this case, you will need to adjust the 12-month period you entered for the Physical Presence Test in Part I to exclude enough days you were in the U.S. in order to bring your total of days abroad to 330. (This 12-month period does not have to be the 12-month period of 2011; it just has to start or end in 2011.) To exclude the December trip home, you could set the dates as December 1, 2010 - November 30, 2011. This would give you more than the 330 necessary days abroad and still give you enough days in your qualifying period (Part IV, Line 14) to exclude your JET income.

# 1040 Individual Income Tax Return

This is the form where you report how much total money you earned in 2011. You will figure out if you get a refund or if you owe more to Uncle Sam. There are a lot of specific questions on **Form 1040** that will be different for each person. What we are explaining here is focused on the specific parts related to living and working overseas. For the rest of the complicated stuff, it's best to start at the top and work your way through line by line. Consult a certified tax preparer and/or the official IRS instructions (online) to be sure you don't miss something. You can also call or email the IRS on their site.

You also need to attach a signed statement to the 1040 stating that you are claiming the automatic 2-month extension because you reside outside the U.S. and your main place of business is outside the U.S.

Label - Exemptions - Enter your name and address information, social security #, and filing status. Claim yourself as an exemption on Line 6.

For the year Jan. 1–Dec. 31, 2011, or other tax year beginning		, 2011, ending		, 20		See separate instructions.
Your first name and initial <b>Donkey K.</b>		Last name <b>Kong</b>		Your social security number <b>1 2 3   4 5   6 7 8 9</b>		▲ Make sure the SSN(s) above and on line 6c are correct.
If a joint return, spouse's first name and initial		Last name		Spouse's social security number		
Home address (number and street). If you have a P.O. box, see instructions. <b>Yamabiru, Toricho 4-31</b>				Apt. no. <b>5</b>		Presidential Election Campaign Check here if you, or your spouse if filing jointly, want \$3 to go to this fund. Checking a box below will not change your tax or refund. <input type="checkbox"/> You <input type="checkbox"/> Spouse
City, town or post office, state, and ZIP code. If you have a foreign address, also complete space below (see instructions). <b>Inakamura</b>						
Foreign country name <b>JAPAN</b>		Foreign province/county <b>Kumamoto-ken</b>		Foreign postal code <b>123-4567</b>		
<b>Filing Status</b>						
Check only one box.						
1 <input checked="" type="checkbox"/> Single		2 <input type="checkbox"/> Married filing jointly (even if only one had income)		3 <input type="checkbox"/> Married filing separately. Enter spouse's SSN above and full name here. ▶		4 <input type="checkbox"/> Head of household (with qualifying person). (See instructions.) If the qualifying person is a child but not your dependent, enter this child's name here. ▶
						5 <input type="checkbox"/> Qualifying widow(er) with dependent child
<b>Exemptions</b>						
6a <input checked="" type="checkbox"/> Yourself. If someone can claim you as a dependent, do not check box 6a . . . . .						
b <input type="checkbox"/> Spouse . . . . .						
c Dependents:						
(1) First name		Last name		(2) Dependent's social security number	(3) Dependent's relationship to you	(4) <input checked="" type="checkbox"/> If child under age 17 qualifying for child tax credit (see instructions)
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
If more than four dependents, see instructions and check here ▶ <input type="checkbox"/>						
d Total number of exemptions claimed . . . . .						Boxes checked on 6a and 6b
						No. of children on 6c who:
						• lived with you
						• did not live with you due to divorce or separation (see instructions)
						Dependents on 6c not entered above
						Add numbers on lines above ▶
						<b>1</b>

**Income** - On Line 7, add your income from Japan (Form 2555-EZ, Line 17) and any U.S. income (most second year plus JETs won't have U.S. income for 2011). The Taxable Interest on Line 8a includes all interest earned from savings accounts. If you have Taxable Interest, your bank or financial institution will send you a 1099-INT that tells you how much your taxable interest is. For many people, everything else is zeroes until you get to Line 21. List your Japan-earned income (Form 2555-EZ, Line 18) in parentheses on Line 21, and write "2555-EZ" next to it. Add Lines 7-20 and then subtract the amount listed on Line 21. Enter the total on Line 22 (enter "0" if the total is a negative number). This total is the amount of taxable income you earned during 2011.

<b>Income</b>	7	Wages, salaries, tips, etc. Attach Form(s) W-2 . . . . .	7	39145	80
	8a	Taxable interest. Attach Schedule B if required . . . . .	8a	30	00
	b	Tax-exempt interest. Do not include on line 8a . . . . .	8b		
Attach Form(s) W-2 here. Also attach Forms W-2G and 1099-R if tax was withheld.	9a	Ordinary dividends. Attach Schedule B if required . . . . .	9a	0	
	b	Qualified dividends . . . . .	9b		
	10	Taxable refunds, credits, or offsets of state and local income taxes . . . . .	10	0	
	11	Alimony received . . . . .	11	0	
	12	Business income or (loss). Attach Schedule C or C-EZ . . . . .	12	0	
	13	Capital gain or (loss). Attach Schedule D if required. If not required, check here <input type="checkbox"/> . . . . .	13	0	
If you did not get a W-2, see instructions.	14	Other gains or (losses). Attach Form 4797 . . . . .	14	0	
	15a	IRA distributions . . . . .	15a		
	b	Taxable amount . . . . .	15b	0	
	16a	Pensions and annuities . . . . .	16a		
	b	Taxable amount . . . . .	16b	0	
Enclose, but do not attach, any payment. Also, please use Form 1040-V.	17	Rental real estate, royalties, partnerships, S corporations, trusts, etc. Attach Schedule E . . . . .	17	0	
	18	Farm income or (loss). Attach Schedule F . . . . .	18	0	
	19	Unemployment compensation . . . . .	19	0	
	20a	Social security benefits . . . . .	20a		
	b	Taxable amount . . . . .	20b	0	
	21	Other income. List type and amount <u>2555-EZ</u> . . . . .	21	(39145)	80
	22	Combine the amounts in the far right column for lines 7 through 21. This is your total income <input type="checkbox"/> . . . . .	22	30	00

NOTE: These are made up numbers. Your numbers will be different!

**Adjusted Gross Income** - If you paid student loan interest, enter on Line 33 the amount of the Student Loan Interest Deduction from the worksheet in **Publication 970** (available online at [www.irs.gov](http://www.irs.gov)). Many student loan institutions provide this information directly to the students. If you make payments online, check there first to see if the student loan interest is already figured out for you. Finish following the instructions for the rest of that section and turn to the next page. Everything else will be zeros for many JETs.

<b>Adjusted Gross Income</b>	23	Educator expenses . . . . .	23	0	
	24	Certain business expenses of reservists, performing artists, and fee-basis government officials. Attach Form 2106 or 2106-EZ . . . . .	24	0	
	25	Health savings account deduction. Attach Form 8889 . . . . .	25	0	
	26	Moving expenses. Attach Form 3903 . . . . .	26	0	
	27	Deductible part of self-employment tax. Attach Schedule SE . . . . .	27	0	
	28	Self-employed SEP, SIMPLE, and qualified plans . . . . .	28	0	
	29	Self-employed health insurance deduction . . . . .	29	0	
	30	Penalty on early withdrawal of savings . . . . .	30	0	
	31a	Alimony paid b Recipient's SSN <input type="checkbox"/>     . . . . .	31a	0	
	32	IRA deduction . . . . .	32	0	
	33	Student loan interest deduction . . . . .	33	300	00
	34	Tuition and fees. Attach Form 8817 . . . . .	34	0	
	35	Domestic production activities deduction. Attach Form 8803 . . . . .	35	0	
	36	Add lines 23 through 35 . . . . .	36	300	00
	37	Subtract line 36 from line 22. This is your adjusted gross income <input type="checkbox"/> . . . . .	37	(270)	00

Page 2 - Everything should be straightforward (tedious, but straightforward) on the second page. By the time you get here, you've dealt with most of the foreign earned stuff and weeded it out. Just work through the lines one by one. Use 1040 instructions page 33 to figure out your standard deduction on Line 40. Line 44 is a bit tricky. Refer to the notes below and the 1040 instructions (available online at [www.irs.gov](http://www.irs.gov)) to calculate this amount.

<b>Tax and Credits</b>	38	Amount from line 37 (adjusted gross income)		38	(270)	00
	39a	Check <input type="checkbox"/> You were born before January 2, 1947, <input type="checkbox"/> Blind. Total boxes if: <input type="checkbox"/> Spouse was born before January 2, 1947, <input type="checkbox"/> Blind. checked ▶ 39a	0			
	b	If your spouse itemizes on a separate return or you were a dual-status alien, check here ▶ 39b <input type="checkbox"/>				
<b>Standard Deduction for—</b> • People who check any box on line 39a or 39b or who can be claimed as a dependent, see instructions. • All others: Single or Married filing separately, \$5,800 Married filing jointly or Qualifying widow(er), \$11,600 Head of household, \$8,500	40	Itemized deductions (from Schedule A) or your standard deduction (see left margin)		40	5800	00
	41	Subtract line 40 from line 38		41	(6070)	00
	42	Exemptions. Multiply \$3,700 by the number on line 6d.		42	3700	00
	43	Taxable income. Subtract line 42 from line 41. If line 42 is more than line 41, enter -0-		43	0	
	44	Tax (see instructions). Check if any from: a <input type="checkbox"/> Form(s) 8814 b <input type="checkbox"/> Form 4972 c <input type="checkbox"/> 802 election		44	0	
	45	Alternative minimum tax (see instructions). Attach Form 6251		45	0	
	46	Add lines 44 and 45		46	0	
	47	Foreign tax credit. Attach Form 1116 if required	47	0		
	48	Credit for child and dependent care expenses. Attach Form 2441	48	0		
	49	Education credits from Form 8863, line 23	49	0		
50	Retirement savings contributions credit. Attach Form 8880	50	0			
51	Child tax credit (see instructions)	51	0			
52	Residential energy credits. Attach Form 5895	52	0			
53	Other credits from Form: a <input type="checkbox"/> 3800 b <input type="checkbox"/> 8801 c <input type="checkbox"/>	53	0			
54	Add lines 47 through 53. These are your total credits			54	0	
55	Subtract line 54 from line 46. If line 54 is more than line 46, enter -0-			55	0	
<b>Other Taxes</b>	56	Self-employment tax. Attach Schedule SE		56	0	
57	Unreported social security and Medicare tax from Form: a <input type="checkbox"/> 4137 b <input type="checkbox"/> 8819			57	0	
58	Additional tax on IRAs, other qualified retirement plans, etc. Attach Form 5329 if required			58	0	
59a	Household employment taxes from Schedule H			59a	0	
b	First-time homebuyer credit repayment. Attach Form 5405 if required			59b	0	
60	Other taxes. Enter code(s) from Instructions			60	0	
61	Add lines 56 through 60. This is your total tax			61	0	
<b>Payments</b>	62	Federal income tax withheld from Forms W-2 and 1099	62	0		
63	2011 estimated tax payments and amount applied from 2010 return	63	0			
If you have a qualifying child, attach Schedule EIC.	64a	Earned income credit (EIC)	64a	0		
	b	Nontaxable combat pay election 64b				
65	Additional child tax credit. Attach Form 8812	65	0			
66	American opportunity credit from Form 8863, line 14	66	0			
67	First-time homebuyer credit from Form 5405, line 10	67	0			
68	Amount paid with request for extension to file	68	0			
69	Excess social security and tier 1 RRTA tax withheld	69	0			
70	Credit for federal tax on fuels. Attach Form 4136	70	0			
71	Credits from Form: a <input type="checkbox"/> 2439 b <input type="checkbox"/> 8839 c <input type="checkbox"/> 8801 d <input type="checkbox"/> 8885	71	0			
72	Add lines 62, 63, 64a, and 65 through 71. These are your total payments			72	0	
<b>Refund</b>	73	If line 72 is more than line 61, subtract line 61 from line 72. This is the amount you overpaid		73	0	
74a	Amount of line 73 you want refunded to you. If Form 8888 is attached, check here ▶ <input type="checkbox"/>			74a	0	
Direct deposit? See Instructions.	b	Routing number				
	d	Account number				
75	Amount of line 73 you want applied to your 2012 estimated tax ▶	75	0			
<b>Amount You Owe</b>	76	Amount you owe. Subtract line 72 from line 61. For details on how to pay, see instructions ▶		76	0	
77	Estimated tax penalty (see instructions)	77	0			




Line 44

If Line 43 is more than zero, then you will have to calculate your tax for Line 44. If Line 43 is zero, then Line 44 will also be zero. In order to calculate your Tax you will have to make some calculations using the Foreign Earned Income Tax Worksheet—Line 44 below (from page 38 of the 1040 instructions). For Lines 4 and 5 you will have to consult the 2011 Tax Table beginning on page 77 of the instructions.

**Foreign Earned Income Tax Worksheet—Line 44**

*Keep for Your Records*



 If Form 1040, line 43, is zero, do not complete this worksheet.	
1. Enter the amount from Form 1040, line 43 . . . . .	1. _____
2. Enter the amount from your (and your spouse's, if filing jointly) Form 2555, lines 45 and 50, or Form 2555-EZ, line 18 . . . . .	2. _____
3. Add lines 1 and 2 . . . . .	3. _____
4. <b>Tax on the amount on line 3.</b> Use the Tax Table, Tax Computation Worksheet, Qualified Dividends and Capital Gain Tax Worksheet*, Schedule D Tax Worksheet*, or Form 8615, whichever applies. See the instructions for line 44 on page 35 to see which tax computation method applies. (Do not use a second Foreign Earned Income Tax Worksheet to figure the tax on this line) . . . . .	4. _____
5. <b>Tax on the amount on line 2.</b> If the amount on line 2 is less than \$100,000, use the Tax Table to figure this tax. If the amount on line 2 is \$100,000 or more, use the Tax Computation Worksheet . . . . .	5. _____
6. Subtract line 5 from line 4. Enter the result. If zero or less, enter -0-. Also include this amount on Form 1040, line 44 . . . . .	6. _____

Finishing Form 1040 - Sign and date in the box and you should be good to go.

Sign and date the forms and mail them all to the IRS office in Austin by June 15. Your return will include at least **Form 1040, Form 2555-EZ, and the Foreign Earned Income Statement.**

## Links to Forms

**Form 8822** Change of Address (if necessary)

<http://www.irs.gov/pub/irs-pdf/f8822.pdf> (form and instructions)

**Form 4868** Application for Extension of Time to File (if necessary)

<http://www.irs.gov/pub/irs-pdf/f4868.pdf> (form and instructions)

**Form 2555-EZ** Foreign Earned Income Exclusion

<http://www.irs.gov/pub/irs-pdf/f2555ez.pdf> (form)

<http://www.irs.gov/pub/irs-pdf/i2555ez.pdf> (instructions)

**Form 1040** Individual Income Tax Return

<http://www.irs.gov/pub/irs-pdf/f1040.pdf> (form)

<http://www.irs.gov/pub/irs-pdf/i1040.pdf> (instructions)

**Publication 54** Tax Guide for U.S. Citizens and Resident Aliens Abroad

<http://www.irs.gov/pub/irs-pdf/p54.pdf>

**Publication 970** Tax Benefits for Education

<http://www.irs.gov/pub/irs-pdf/p970.pdf>

## Notes and Resources

### ✧ Other Resources:

The U.S. Embassy in Japan's Tax Page

<http://japan.usembassy.gov/e/acs/tacs-7126b.html>

List of Tax Preparers in Japan

<http://japan.usembassy.gov/e/acs/tacs-tax2.html>

Contact the IRS

<http://www.irs.gov/help/page/0,,id=133197,00.html>

- ✧ Individual cases and circumstances will vary. Additional procedures will be necessary if:
  - You are married and/or have dependants of your own
  - Someone else will claim you as a dependant for the 2011 tax year
  - You had over \$10,000 in foreign bank accounts at any time during 2011 (in this case you will have to file a Report of Foreign Bank and Financial Accounts (FBAR) by June 30. It's pretty straightforward and shouldn't take too much time.).
  - You earn income from stocks, bonds, real estate or other investments
  - Any number of other circumstances
  
- ✧ This guide is in no way affiliated with the IRS or the U.S. Government. The IRS - not this document - is the final authority on tax-related matters.
  
- ✧ The Federal Reserve Bank average annual exchange rate figure of \$1 = ¥79.70 can be found at <http://www.federalreserve.gov/Releases/g5a/Current/>
  
- ✧ This packet is intended to familiarize second to fifth year American JETs with the overseas tax-filing process. The process will be slightly different for first year American JETs.
  
- ✧ It is your responsibility to be aware of the tax filing deadlines and to submit the forms on time. We will not remind you of the deadlines as they come, so please read through the packet carefully.
  
- ✧ We have compiled a list of frequently asked questions (and answers!) regarding the tax-filing process. These can be viewed on the PA Wiki here: <http://kumamoto.pbworks.com/US-Tax-FAQ>  
Please do not hesitate to call or e-mail if you have any questions about the tax filing process.