

The Application Form Guidance

USA TAX REFUND TAX YEAR 2006-2008

(APP2010/02 ENG)

INSTRUCTION



Makes It Simply, With The Easy Way
By DEK-WORK

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PREFACE

This guidance document has been made for the applicant in order to file the withholding tax refund application form with correct and accuracy as the requirements. This document is free of charge.

This document is the instruction of Form APP2010/1 ENG that mainly using for guidance purpose only, DO NOT MAIL IT.

CAUTION

Lie or report of false information or counterfeit documents accuses for intentionally defrauded manner. Accordingly you might be caused the legal actions or banned for next submitting. Significantly, it may affect you to apply visa to enter the United States of America in the future.

Please remind that duplication of this document either cutting some part or entire details without permission is to break the copyright and intellectual property laws.

A person who breaks laws committed will be taken seriously legal action.

READ THIS FIRST

The application form must be completed in Thai or English as described in the guidance only. Easily and clearly handwriting would be highly recommended for avoid the possibly mistake.

Leave dash sign (-) if you have no details to fill in. Incomplete details may cause your application delayed or rejected.

EzyTax Thailand agrees to process the refund with your given information and documents which understood to be true and correct. We are not responsibility for rejection or taken legal action due to your reporting false information or counterfeit documents.

Additionally, please acknowledge that we are just the representative to receive and inspect confidential tax information and to perform any and all acts about the tax matters but the right to either consider or approve is solely reserved by US authorities. Please

contact US authorities directly in case you would like to ask about your personal details.

Part 1 Contact Information

"Initial Name" Choose your initial. In case of married lady, please select your status while attended the program.

"Given and Family Name" Enter given and family name as appears on passport. In case of amend or change of given or family name. Please fill in the one that registered for entering US, except you already report to US authorities about this matter.

"Permanent Address in Thailand" Enter the residing address while staying in Thailand in order to obtain checks or significant documents. Ensure that your address is secured to receive the vital documents. PLEASE AVIOD temporary address for instance dormitory, short-stay apartment or university address for protecting lost or stolen of documents.

"Email" Enter your email to receive news or updates.

"Contact Number" Enter the contact number into each required section. Please enter only 1 of most frequent number for contacting you in emergency matter.

"I allow 'EzyTax Thailand' to send the SMS to report update news" Select a request to receive our update news via SMS to your registered mobile phone number with no additional fee.

Part 2 Personal Details

"Date of Birth" Enter date of birth by starting with date, numeric month and year respectively. (DD/MM/YYYY)

"Nationality" Enter nationality that you applied for J1 visa.

"How long do you intend to stay in Thailand" Enter your allowance length of staying in Thailand as approved by Thai authorities.

"Social Security Number" Enter your Social Security Number as appear on Social Security Card or onto W2 form. This collective number consists of 9 digits which separated into 3 groups; 3, 2 and 4 respectively.



Missing the Social Security Number, please contact nearest Social Security Office to obtain the number.

If you have no the number, please contact nearest Social Security Office for applying the number or asking for Individual Taxpayer Identification Number instead.

If you already live in Thailand, please contact American Embassy in Bangkok or American Consulate in Chiang Mai to assist you to apply the number with the relevant authority.

We strongly recommend you to complete all about applying for Social Security Number process during staying in US because to apply from the outside of US may take longer time to complete and it may cost you expensively fees.

"Identification Number" Enter your national identification number.

"How did you know 'EzyTax Thailand'" Choose the listed channels that lead you to know about us. You can choose more than 1 channel.



DO NOT WRITE INTO THE BARCODE AFFIXED AREA

Part 3 Attached Documents

Part 3 is a checklist that provides for double checking prior to submission. If you hold the original copy of W2 form or Last Paycheck, we suggest you to submit the original ones. Please make a copy of these documents for your own record and protecting lost during mailing the document.



NOTICE

- If you already submit W2 form, Last Paycheck is no longer required. Except the additional sources that you do not have W2 form, please gather these documents and mail it together.
- Proof of Payment must be attached together with your application or send the original copy to EzyTax Thailand. False slip or any sort of proof of payment will be fine for 10 times of the

actual fees or seizure of refund check or even take the legal action.

- 'Verifying True Copied' is accepted with sign either in Thai or English. To verify the copied by written crossed the document detail area is prohibited. Documents without verifying are also accepted.
- You are able to submit the additional documents by October 10, 2010. Delay of submission may cause you to pay the additional fees or refuse of document proceeding.



W2 form is a tax form created by the IRS. It is the wage and tax statement that used to report information about money earned and taxes deducted to the Social Security Administration.

Last Paycheck is a final check that you receive from the employer. The important of last paycheck is, it summarizes money earned and withheld taxes until the termination of your working. Therefore, the number in last paycheck will be the same or close to the amount shown in W2 form.

Part 4 Working Details

"Tax Year" Choose your tax year period which you would like to claim.

"Have you ever claimed US tax before" Choose your previous US tax claiming history.

If 'YES', you are required to complete the question in the box below for reporting 'ADJUSTED GROSS INCOME' in order to claim the present year return.

"I had claimed US tax in year" Enter the recent year of claiming your return.

"In the most recent year, I claimed tax with" Enter the company name that you used for attending the program.

| Most Update Income | Wages, tips, etc. |
|-----------------------------------|-------------------|
| 1 st Employer | \$ |
| 2 nd Employer (If any) | \$ |
| Total | \$ |

If you used to file the return in the year before your filing fiscal year, you are required to file the previous income in order to adjust

and report to the IRS for processing the refund in present year.



ADJUSTED GROSS INCOME is an amount used in the calculation of an individual's income tax liability that calculated by taking the gross income and subtracting the income tax code's enumerated deductions, and determining certain other allowed benefits.



WARNING DO NOT GUESS ADJUSTED GROSS INCOME (AGI). Otherwise your return will be rejected, please contact the IRS at 1-800-829-1040 to obtain the exact AGI.

"Date of Entry" **"Date of Departure"** Enter the date of entry and depart from US. You can see the stamp on your passport. If you do not have this information, please give the approximately of date of entry or depart from US.

"How long did you stay in the United States (Include Travel Purpose) in the following year" Enter the previous length of staying in US by calculating from the date of entry and date of depart from US that stamped onto your passport.

"Which agency were you using for participating the program" Enter the company in Thailand that was responsibility you to attend the program.

"How much you paid for attending the program" **"How much you paid for traveling cost to US"** Enter the estimate costs for attending the program and traveling cost to US.

"Who sponsored you to participate the program" Enter your sponsor to attend the program. For example Father or Mother.

"How many employers you worked with" Enter the number of employer that withheld the income tax from your income.

'Employer' means the establishment or company, neither supervisor nor manager in the company.

Part 5 Employer & Worksite Details



"Employer/Company Name" Enter the company name that you worked for.

"Address" Enter the address of your company.

"Contact No." **"Fax No."** and **"Email/Website"**

Enter the company's telephone and fax number as well as email or website. Leave blank if you do not have this information.

"Date of last working" Enter the date that employer promised to hire and pay wage for you.



If you worked for more than 1 employer and you would like to claim those withheld taxes, please fill in the additional employer details separately by splitting page 2 of the application form.

Part 6 Income & Withheld Tax Details

Enter the amount of the income and the withheld taxes as shown in W2 form or Last Paycheck.

See the vital information in W2 form from: **"Wage, tips, etc."** See box 1

"Federal income tax withheld" See box 2

"State" See box 15 (Put the state's abbreviation)

"State wages, tips, etc." See box 16 and **"State income tax"** see box 17

If you use 'Last Paycheck', please see the details onto the summary statement that shows the total income as well as the withheld taxes.



States without a personal income tax; Alaska, Florida, Nevada, New Hampshire, South Dakota, Tennessee, Texas, Washington and Wyoming.

UPGRADE to deliver the check by EMS:
(Costs applied)

In Thailand

International

Country _____

Generally, the service fee includes the delivery fee by registered mailing. If you would like to upgrade to deliver process to be EMS, you need to pay for this additional fee by yourself. (See Additional Services in page 4)

Part 7 Discount

We provide our customers with many discounts and privilege, so if you are entitled and would like to request to use the discount or privilege. Please mark in the box promptly in front of the requested discount or privilege. Please note that you are able to choose 1 discount only. Besides, if you request the discount, you will be not qualifying for attended the special prize from EzyTax Thailand.

“Collect Point Redeem Awards” is the redemption accumulated points from purchasing DEK-WORK Group to discount the service fee as the point value. 1 point could be discount for 10 Baht. The maximum of discount is not exceeding 2,000 Baht.

“Returning Customer” We are willing to give 100 Baht discount for the loyalty customer for Regular Package (Additional service is excluded from this privilege)

“ISIC Discount” The privilege for valid ISIC holder (International Student Identity Card). Get 5 percent discount or maximum is not exceeding 50 Baht. You should need to present or copy your ISIC together with the application form. Late of ISIC submission is NOT ACCEPTEED. (Additional service is excluded from this privilege)

“Discount Voucher” is the complementary discount from DEK-WORK Group as the amount in the face value. You should need to send the original discount voucher together with the application form. Late of voucher submission is NOT ACCEPTEED.

“Team Member Privilege” is the special privilege for our team member of each university. This privilege is reserved for member only. See terms and conditions of this privilege in the team member application form.

“DEK-WORK Card” is our newest discount, providing for “DEK-WORK Card” holder from our corporate stores. You can get the discount as shown in the card with terms and conditions apply. You should need to send the original of DEK-WORK Card together with the application form. Late of card submission is NOT ACCEPTEED.

“Fellas Privilege” is not as perfect as get the gang discount. You and your friends get 100 Baht discount. Just pack all of your gang documents together at once with 2 people or more.

“Other discount” is to mark if you get any special discount or promotion which authorized by ‘EzyTax Thailand’ or ‘DEK-WORK Group’.

Part 8 Service Fee Information

In this part, shows you the service fee only. No need to mark into this section. Service fee of each person might be different, depends on the amount of withholding value in W2 form or Last Paycheck and may add up other additional service fees.

“EXTENDED” is the ordinary package for claiming withheld federal tax. It offers you totally post paid fee, so you just mail your documents by October 10, 2010.

To apply this package, is very easy. Just mail your application and document by October 10, 2010 with no advance fees.



Additional Services


- 200 Baht for each additional W2 form
- 100 Baht for processing refund by Last Paycheck
- 50 Baht for nationwide delivery by EMS (Free of charge by registered mail)
- EMS delivery to international destinations, 600 Baht for ASEAN, 1,000 Baht for Asia Pacific and Oceania, 1,200 Baht for Middle East, 1,500 Baht for EU and North America and 2,000 Baht for South America and Africa
- 120 USD for ITIN service
- 50 USD for asking ‘ADJUSTED GROSS INCOME’
- Direct Deposit 400 Baht for EzyTax client and 600 Baht for others, plus 2.5% of total value as shown in the check as ‘Fluctuation Currency Risk Surcharge’




Part 10 Direct Deposit Service

Direct Deposit is our latest service for offering the convenience by transferring your refund to your account directly that you do not need to waste time to queue up at the bank.

If you would like to use this service, just send a copy of the first page of passbook with the application form.

 **FREE OF CHARGE** for Direct Deposit Service to Federal Tax year 2009, other checks, FEE 400 Baht/check for EzyTax client and 600 Baht for others, plus 2.5% of total value as shown in the check as 'Fluctuation Currency Risk Surcharge'

 **NOTICE** Should you have already applied for tax service with the others, you are unable to apply for our service unless the cancellation of those service providers completed. Otherwise, you may accuse for intentionally defrauded that the IRS may reject your return. Accordingly, we have no any responsible for this matter and you are entitled to pay for all costs or fees occurred.

--END OF INSTRUCTION--

Quality
Tax
Service

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