

3. IMMIGRATION & ALIEN TAX INFORMATION								
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RESIDENCE FOR TAX PURPOSES

[] RESIDENT ALIEN [] NONRESIDENT ALIEN

4. CERTIFICATION OF INFORMATION

HOW TO COMPLETE THE ALIEN TAX INFORMATION REQUEST FORM

You must complete the Alien Tax Information Request form because you are receiving income from the University. Since the tax withholding requirements are different for resident aliens and nonresident aliens, it is essential to establish the residency status of non U.S. Citizens. Therefore, it is necessary that you complete this form annually to assist us in determining whether you should be classified for federal tax withholding purposes as a resident alien or a nonresident alien. The instructions below will assist you in completing the Alien Tax Information Request form. **Other questions can be directed to the Payroll Office by calling 578-4844.**

- 1a. Enter your full name: Last, First, Middle.
- 1b. Enter your U.S. social security number or Individual Taxpayer Identification Number (ITIN). All employees must have a U.S. social security number in order to work. You will not receive payment until you obtain and report your social security number to the Payroll Office. Individuals ineligible for a social security number may apply for an ITIN by filing form W-7, along with necessary documentation, in the Payroll Office.
- 1c-d. Enter your local address.
- 2a. Enter the name of the department where you are studying or working.
- 2b. Indicate whether or not you are a student by checking the appropriate box.
- 2c. Indicate if you are currently attending or have previously attended another U.S. educational institution and the dates of attendance. Indicate any degree you may have already received.
- 2d. Indicate whether or not you have previously received treaty benefits during the current year at another institution by checking the appropriate box.
- 3a. Enter the calendar date on which you entered the U.S. for the first time. Must include month, day and year. Approximate if you are uncertain.
- 3b(1). Enter the visa type you held when you first entered the U.S.
- 3b(2). Enter the visa type of the primary visa holder if you entered the U.S. on a spouse or dependent visa.
- 3c. Indicate your current visa type by checking the appropriate box.
- 3d. Enter the name of the country where you were born.
- 3e. Enter the name of the country of your citizenship.
- 3f. Enter the name of the country of which you are a tax resident.
- 3g. Complete each row and column in this chart. For each year, enter the visa type(s) under which you were present. If you were present under several visas during the same calendar year