

NON-U.S. CITIZEN EMPLOYEE TAX DATA FORM

Not for use by Permanent Residents OR Employment Authorization Card holders without terms listed

I. PERSONAL INFORMATION

| | | | |
|-----------|------------|---------------|-----------------------------|
| Last Name | First Name | MI | U.S. Social Security Number |
| Address: | | | |
| City | State | Zip Code | |
| Phone | | Date of Birth | |

II. DETERMINATION OF RESIDENCE STATUS FOR FEDERAL TAX WITHHOLDING

To determine whether you are considered a Resident Alien or Nonresident Alien for tax purposes, refer to chapter one of the U.S. Internal Revenue Service's Publication 519 "U.S. Tax Guide for Aliens," which can be found at www.irs.gov.

CHECK APPROPRIATE FEDERAL TAX WITHHOLDING STATUS. (YOU MUST CHECK ONE OF THESE LINES)

Resident Alien or Employment Authorization Card
 Nonresident Alien (see below)
 F-1 Student J-1 Student J-1 Exchange Visitor J-2 Exchange Visitor Refugee TN: Nafta Treaty EAD Card-(T&C)*

*Terms and Conditions

III . IMMIGRATION 7 ALIEN TAX INFORMATION FOR TREATY

| | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|
| A. Are you claiming tax treaty exemption? YES _____ NO _____ | |
| Important: If you wish to claim exemption from U.S. Federal income taxes because your country of permanent residence has a tax treaty with the United States, you MUST attach IRS form 8233 (Exemption from Withholding for Compensation on Independent Personal Services of a Non-Resident Alien Individual). Copies are available from either payroll or the IRS, and must be submitted each tax year. | |
| B. Country of Citizenship | D. INS Classification held during first U.S. Entry |
| | Date of Entry: _____ |
| C. Country of Residence (for tax purposes) | E. Expiration date of your current INS classification. |

IIII. EMPLOYEE CERTIFICATION

I certify that the information entered above is correct. If a reduced rate of tax or exemption from tax applies, I further certify that I have complied with all requirements to qualify for the reduced rate of tax or exemption from tax.

Signature: _____ Date: _____

Please check to be sure all necessary sections/boxes are completed accurately.

For College HR use only:

Employment Verification (form I-9) Date completed: _____
 E-Verify Completed

Signature: _____ Date: _____

College HR Representative