

Before you can receive any form of payment, the Foreign National Information form and the W-8BEN (http://www.irs.gov/pub/irs-pdf/fw8ben.pdf) must be completed. All applicable questions below must be answered. We will need to see the following documents:

- 1) Your I-94 card "Arrival and Departure Record" (white card inside your passport)
2) Your passport
3) Form I-20, DS-2019 or other work authorization
4) Copy of your U.S. Taxpayer Identification Number (ITIN or SSN) if applicable

Last or Family Name: First Name: Middle:

Social Security Number: (if applicable) EMPL ID #:

U.S Local Address: Foreign Residence Address:
Street Address City State Zip Code
City Postal Code
Province/Region Foreign Country

Country of Citizenship: Country that Issued Passport:

Passport #: Passport Expiration Date:

Have you ever had another immigration status or previous visits to the U.S.? Yes - If yes, see Page 2 No

Immigration Status:
U.S. Immigrant/Permanent Resident F-1 Student TN H-1B Temporary Employee
J-1 Exchange Visitor B-1 WB J-2 Spouse or Child of Exchange Visitor
Canadian Walk-Over (No VISA) B-2 WT Other

If Immigration Status is J-1, What is the Subtype?
01 Studying in a Degree Program 05 Professor 12 Research Scholar
02 Short Term Scholar Other

What is the Actual Primary Activity of the Visit?
01 Studying in a Degree Program 05 Observing 09 Demonstrating Special Skills
02 Studying in a Non-Degree Program 06 Consulting 10 Clinical Activities
03 Teaching 07 Conducting Research 11 Temporary Employment
04 Lecturing 08 Training 12 Here with Spouse

What is the Actual Date You Entered the United States for the First Time? (month / day / year) Visa Type:

What is the Start Date of of your current immigration status as indicated on your current I-20, DS2019, I-797, I-94? (month / day / year)

What is the projected end date your current immigration status (i.e. end date of I-20, DS2019, I-94)? (month / day / year)

Type of Work and Department: (example: Grad Teaching Assistant for Math Department)

What Type of Student? Undergraduate Master Doctoral Other

Married? Yes No Spouse living or working in USA? Living Working Both Spouse immigration status?

For Consultant/Self Employed Individuals:
Do you/will you have an office (fixed base) in the USA? Yes No If yes, how many days in this tax year did/will you have office (fixed base)?

What country did you live in immediately prior to this visit to the U.S. if different from your foreign residence?
Did you pay taxes in the country stated above? Yes No If yes, list the start date and end date of tax residency? No

I hereby certify that all of the above information is true and correct. I understand that if my status changes from that which I have indicated on this form I must update the Payroll Office. This form is a requirement for determining tax status and payroll tax withholding or exemption. It is not a requirement or condition for the actual hiring of an employee and should not be used as such.

Signature Date
Print Name:
Home Phone #: Work Phone #:
Email Address:

Please list any U.S. VISA immigration activity in the last three years and all F, J, M or Q VISA's since 01/01/1985 (note: F & J students do not need to list short vacations or visits home):

| Date of Entry | Date of Exit | Visa immigration Status | J1 Subtype | Primary Activity | Have you taken Treaty Benefits? <input type="checkbox"/> Yes <input type="checkbox"/> No |
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 Label
 Excel

Payroll Services has analyzed this individual for tax purposes and this individual is an NRA or RA for tax purposes.

Does a treaty apply?
 Yes If yes, rate of tax withholding:
 No If no, the tax withholding is 30%.

If you have any questions please contact:
Laura Garske-Hermanson
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