



**Request for Alien Information for Employees and Fellows**

**IMPORTANT!** This is a two-part form. Completion of BOTH parts is REQUIRED to determine residency and tax status. **Part 1 – Request for Alien Information** is used to obtain basic taxpayer information for aliens. **Part 2 – Substantial Presence Test** is used for determining residency for tax withholding purposes.

**PART 1: Request for Alien Information:**

Assignment#(can be found on pay stub)/ Individual Tax Identification Number: \_\_\_\_\_

Full Name: \_\_\_\_\_

Address in Home Country: \_\_\_\_\_

Current Address: \_\_\_\_\_

Country of Citizenship: \_\_\_\_\_ Date Entered U.S.A.: \_\_\_\_\_

Country of Tax Residency: \_\_\_\_\_

VISA Type Code: \_\_\_\_\_ VISA Number: \_\_\_\_\_

VISA Start Date: \_\_\_\_\_ VISA Expiration Date: \_\_\_\_\_ Passport #: \_\_\_\_\_

**For Employees Only:**

Date First Employed: \_\_\_\_\_

Marital Status:  Single  Married  Other \_\_\_\_\_  
If Married, Is Spouse Here?  Yes  No If Yes, Number of Dependents: \_\_\_\_\_

**CAMPUS USE ONLY**

Payment Type:  Employee  Fellow  Both

J Category Code: \_\_\_\_\_ Income Code: \_\_\_\_\_ Exemption Code: \_\_\_\_\_

Are the funds foreign sourced?  Yes  No Primary Activity: \_\_\_\_\_

Is there a tax treaty with country of tax residence and the USA?  Yes  No

Are they eligible for a treaty benefit?  Yes  No

\*\*\*If yes, the following must be completed.\*\*\*

- For Employees – IRS Form 8233 and Supporting Statement for IRS Publication 519
- For Fellowships – IRS Form W-8BEN

If treaty exempt:

Maximum Benefit Amount \$ \_\_\_\_\_

Date Treaty Begins: \_\_\_\_\_

Date Treaty Ends: \_\_\_\_\_

Initials: \_\_\_\_\_ Date: \_\_\_\_\_



**PART 2: Substantial Presence Test**

**(Determination of Residence Status for Federal Tax Withholding Purposes)**

**For More Information, Refer to IRS Tele-Tax Service at 1-800-829-4477 (Topic 851)**

<p><b>TEST 1</b></p> <p>U.S. Residence Status Test</p>	<p>CHECK ANY APPLICABLE BOX</p> <p><input type="checkbox"/> I am a lawful permanent resident of the United States. Hold an Alien Registration Receipt Card Form I-551 (commonly known as a "Green Card.")</p> <p>If box was marked, you are a resident alien for tax purposes. Go to the "test results" section and check the "<u>resident alien</u>" box.</p> <p>If box is not marked, go to Test 2 and continue completing the tests.</p>																														
<p><b>TEST 2</b></p> <p>Exemption From Substantial Presence Test</p>	<p>CHECK ANY APPLICABLE BOX</p> <p><input type="checkbox"/> I am a teacher, trainee, or non-student (i.e., professor, research scholar or specialist, short-term scholar) on a J-1 or Q-1 VISA and have been in the USA for less than two of the preceding six calendar years.</p> <p><input type="checkbox"/> I am a student on an F-1, J-1, M-1 or Q-1 VISA and have been in the USA for a total of five or fewer years.</p> <p><input type="checkbox"/> I am a foreign government – related individual. (i.e., full time employee of an international organization or have diplomatic or consular status.)</p> <p>If box was marked, you are a nonresident alien for tax purposes. Go to the "test results" section and check the "<u>nonresident alien</u>" box.</p> <p>If box is not marked, go to Test 3 and continue completing the tests.</p>																														
<p><b>TEST 3</b></p> <p>The Substantial Presence Test</p>	<p>COMPLETE THE SPACES BELOW, INDICATING THE NUMBER OF DAYS PRESENT IN THE U.S.A. DURING THE YEARS LISTED.</p> <table border="0" style="width: 100%;"> <tr> <td></td> <td style="text-align: center;">Enter Year</td> <td style="text-align: center;">Date Entered US</td> <td style="text-align: center;">Date Departed</td> <td style="text-align: center;">No. of Days In USA</td> <td></td> </tr> <tr> <td>Current Year</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;"><u>xxxxxxx</u></td> <td style="text-align: center;">_____</td> <td>x 1 = _____</td> </tr> <tr> <td>1st Preceding Year</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>x 1/3 = _____</td> </tr> <tr> <td>2<sup>nd</sup> Preceding Year</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>x 1/6 = _____</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td style="text-align: center;">Total</td> <td style="text-align: center;">_____</td> </tr> </table> <p>If total is greater than or equal to 183 and you are present in the U.S. at a minimum of 31 days in the current year, then go to test results and check resident alien box. If total is less than 183 or if you have not been present in the U.S. for 31 days in the current year, you are a nonresident alien for tax purposes. Go to the "Test Results" section and check the nonresident alien box.</p>		Enter Year	Date Entered US	Date Departed	No. of Days In USA		Current Year	_____	_____	<u>xxxxxxx</u>	_____	x 1 = _____	1st Preceding Year	_____	_____	_____	_____	x 1/3 = _____	2 <sup>nd</sup> Preceding Year	_____	_____	_____	_____	x 1/6 = _____					Total	_____
	Enter Year	Date Entered US	Date Departed	No. of Days In USA																											
Current Year	_____	_____	<u>xxxxxxx</u>	_____	x 1 = _____																										
1st Preceding Year	_____	_____	_____	_____	x 1/3 = _____																										
2 <sup>nd</sup> Preceding Year	_____	_____	_____	_____	x 1/6 = _____																										
				Total	_____																										
<p><b>TEST RESULTS</b></p> <p>Your Residence Status</p>	<p>MARK APPROPRIATE FEDERAL TAX WITHHOLDING STATUS. (YOU MUST CHECK ONE OF THESE BOXES.) FOR TAX PURPOSES, I CERTIFY THAT I AM:</p> <p><input type="checkbox"/> Resident Alien      The "USA" is your Country of Resident for tax purposes.</p> <p><input type="checkbox"/> Nonresident Alien      List your home country _____ (the country of residence where you have established a tax home base).</p>																														

I hereby certify, under penalties of perjury, that the information and tests on this form that I have answered are to the best of my knowledge and belief, true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name Clearly