

# VSU TAX INFORMATION FORM FOR FOREIGN NATIONALS

The VSU Tax Information Form for Foreign Nationals must be completed before you can receive any form of payment including scholarships.

You must answer all applicable questions. A copy of both sides of your I-94 or I-94w Form "Arrival and Departure Record" (a small white or green card inside your passport) and a copy of your I-20 or IAP-66 must be attached to this form. **This form with attachments must be returned to Financial Services before any check can be issued by the Payroll or Accounts Payable Department, including scholarship payments.**

<b>PLEASE PRINT</b>		<b>PLEASE PRINT</b>		<b>PLEASE PRINT</b>	
(1) Last or Family Name	First	Middle	(2) U.S. Social Security #	(3) Date of Birth ____/____/____ Month Day Year	
(4a) U.S. Local Address			(5a) Foreign Residence Address		
(4b) Address Line 2			(5b) Address Line 2		
(4c) City	State	Zip Code	(5c) Address Line 3		
(4d) VSU Hiring Dept.	Email Address	(5d) City	Province/Region	Foreign Country	
(6) Country of Citizenship	(7) Country Issuing Passport	(8) Passport #	(9) Visa # (# in Red on Visa)		
(10) Have you transferred from another school; held another immigration status; or been in the U.S. before? If yes, you must complete page 2.					
(11) Your Current Immigration Status: Check one:					
<input type="checkbox"/> U.S. Immigrant/Permanent Resident Alien (if PRA, skip to line 23)			<input type="checkbox"/> H-1B Temporary Worker		
<input type="checkbox"/> J-1 Exchange Visitor			<input type="checkbox"/> F-1 Student		
<input type="checkbox"/> J-2 Spouse or Child of Exchange Visitor			<input type="checkbox"/> Other _____		
(12) If Immigration Status is J-1, what is the Category? Check one:					
<input type="checkbox"/> Student		<input type="checkbox"/> Research Scholar		<input type="checkbox"/> Specialist	
<input type="checkbox"/> Short-Term Scholar		<input type="checkbox"/> Professor		<input type="checkbox"/> Other _____	
(13) What is the Primary Purpose of your Current Stay in the US? Check one:					
<input type="checkbox"/> Studying in a degree program		<input type="checkbox"/> Lecturing		<input type="checkbox"/> Conducting Research	
<input type="checkbox"/> Studying in a non-degree program		<input type="checkbox"/> Observing		<input type="checkbox"/> Demonstrating Special Skills/Professional Development	
<input type="checkbox"/> Teaching		<input type="checkbox"/> Consulting		<input type="checkbox"/> Temporary Employee	
<input type="checkbox"/> Other _____					
(14) What is the Actual Date you first entered the United States in your present status?		(15) What is the start date of your current Immigration form?		(16) What is the end date on your current Immigration form or I-94?	
Month _____ Day _____ Year _____		i.e. I-20, IAP-66, or I-797 (as applicable) Month _____ Day _____ Year _____		Month _____ Day _____ Year _____	
(17) Activity providing income (example: Teaching Assistant?) Dependents _____		(18) \$ Amount you expect to receive from VSU this year? \$ _____		(19) If student; what type? <input type="checkbox"/> Undergraduate <input type="checkbox"/> Doctoral <input type="checkbox"/> Masters <input type="checkbox"/> Other _____	
				(20) Spouse in USA? <input type="checkbox"/> Yes <input type="checkbox"/> No # of _____	
(21) For Consultants/Self Employed Individuals (Faculty/Staff only): Do you, or will you, have any office (fixed base) in the USA? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many days in THIS tax year did you, or will you, have office (fixed base)? _____ Days			(22) Country of Tax Residence (Faculty/Staff only) (see page 2 for definition) _____ Did tax residency end? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when? Month _____ Day _____ Year _____		
<b>IMPORTANT:</b> If you wish to claim exemption from U.S. income tax because your country of legal permanent residence has a tax treaty with the United States, each tax year you must complete IRS Form 8233 (Exemption from withholding for Compensation on Independent Personal Services of a Non-Resident Alien Individual). Scholarship recipients must complete Form W-8BEN.					
If your country has a tax treaty with the U.S. but you elect <b>not</b> to use these benefits, please initial here. _____					
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 submit a new VSU Tax Information Form for Foreign Nationals to the Financial Services office.					
(23) _____		_____		_____	
Signature		Date		Local Telephone Number	

## VSU TAX INFORMATION FORM FOR FOREIGN NATIONALS (Page 2)

**PLEASE LIST ALL PERIODS OF STAY IN THE U.S. DURING THE LAST 3 CALENDAR YEARS AND ALL F, J, M, OR Q PERIODS SINCE 1/1/98:**

Date of Entry	Date of Departure	Visa/Immigration Status	J-1 Category (if applicable)	Purpose of Stay	Did you use any Tax Treaty Benefits?
____/____/____	____/____/____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
____/____/____	____/____/____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
____/____/____	____/____/____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
____/____/____	____/____/____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
____/____/____	____/____/____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
____/____/____	____/____/____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
____/____/____	____/____/____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
____/____/____	____/____/____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
____/____/____	____/____/____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
____/____/____	____/____/____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
____/____/____	____/____/____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
____/____/____	____/____/____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> 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 submit a new *VSU Tax Information Form for Foreign Nationals* to the Financial Services office.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### HOW TO COMPLETE THE VSU TAX INFORMATION FORM FOR FOREIGN NATIONALS

1. Name: Print full name.
2. Social Security Number: Enter your U.S. social security number issued by the U.S. Social Security Administration. Do not list numbers not assigned by the United States Social Security (i.e. Canadian social security number). All employees must have a social security number in order to work. If you do not have a social security number, enter your Individual Taxpayer Identification Number (ITIN) issued by the U.S. Internal Revenue Service (IRS).
3. Date of Birth: List your month, day, and year of birth.
4. Local Street Address: List your local U.S. address. If unknown, list address of your academic unit.
5. Foreign Residence Address: List your permanent address abroad.
6. Country of Citizenship(s).
7. Country Issuing Passport: List Country that issued your passport.
8. Passport #: List your passport number.
9. Visa #: List your U.S. Visa number (not the control number).
10. Refers to your U.S. immigration activity in the past 10 years. If yes, complete the above form for the time you were present in the U.S. Approximate if you don't know.
11. Immigration Status: Check the type of immigration status you currently hold. If you check U.S. Immigrant/Permanent Resident, holder of a "green" card, you may proceed to line 23.
12. Immigration Status for J-1: Check the appropriate J-1 category.
13. What was your primary purpose for entering the U.S. in your current status? Check only one activity.
14. Actual Entry Date or Change of Status in the United States in your current immigration status: Must include month, day, and year. Approximate if you are unsure.
15. Start Date: Must include month, day, and year. Approximate if you don't know.
16. End Date: Must include month, day, and year. Approximate if you don't know.
17. Occupation: Describe in general the service you will perform. (See also item 13.)
18. List the dollar amount you expect to receive from VSU during this calendar year (include salary, assistantship, honoraria, reimbursement for travel expenses, per diem, scholarship, and/or any money paid directly by VSU on your behalf, etc.).
19. Check the appropriate box.
20. Is your spouse in the U.S.? Check the appropriate box. Give total number of dependents in the U.S.
21. Consultants/Self-employed Individuals: Check the appropriate box. This includes any office at any location specifically identified with you.
22. Tax residence is where you last paid taxes as a resident. This can be different from legal residence. Do not include the U.S. unless you have met the substantial presence test.
23. Sign your name as you would a business letter, write today's date and the local phone number where you can be reached during the day.

**Before any check can be issued, this form must be completed and returned to:**

Financial Services Office  
1500 N. Patterson St.  
Valdosta, GA 31698