

Complete this form in two ways:

1. Enter your information online (set magnification to 125%). Print and sign it. Submit it following the instructions below. Keep a copy for your records.

OR

2. Print the form. Enter your information. Sign it. Submit it following the instruction below. Keep a copy for your records.

Instructions

This form is required to receive payment for wages, honorariums, royalties, scholarships, fellowships, independent personal services and awards/prizes.

For employment-related payments, bring this form with other required documents (click on Foreign National Document checklist) to Donna Burroughs in the International Center 108.

FOREIGN NATIONAL TAX INFORMATION FORM (PAGE 1)

The Foreign National Tax Information Form MUST be completed and returned to Donna Burroughs, before you can receive any form of payment. All applicable questions below must be answered. A copy of both sides of your I-94 Form, your US VISA from your passport, the picture page of your passport, and an I-20 or DS-2019 form and Social Security Card (if applicable) must be submitted with this form.

INSTRUCTIONS ARE ON REVERSE

(1) Last or Family Name _____ First _____ Middle _____

(2) Date of Birth _____ (3) Social Security # _____ (4) UNO ID # _____

(5) U.S. LOCAL ADDRESS:

City: _____ State: _____ Zip Code: _____

Phone: (W) _____ (H) _____

Email Address: _____

(6) FOREIGN RESIDENCE ADDRESS:

City: _____ Postal Code: _____

Province/Region _____ Foreign Country: _____

Phone: _____

(7) Country of Citizenship: _____ (8) Country that Issued Passport: _____

(9) Passport #: _____ (10) Passport Expiration Date: _____ (11) Visa #: _____

(11a) SEVIS # _____

(12) Have you ever had previous immigration status in the United States? Yes No If yes, see page 2

(13) IMMIGRATION STATUS

U.S. Immigrant / Permanent Alien

F-1 Student

J-2 Spouse or Child or Exchange Visitor

J-1 Exchange Visitor

H-1b Temporary Employee

TN-1 Trade NAFTA

Other _____

(16) IF IMMIGRATION STATUS IS J-1, WHAT IS THE SUBTYPE?

01 Student

05 Professor

12 Research Scholar

02 Short Term Scholar

Other _____

(19) WHAT IS THE PRIMARY ACTIVITY OF THE VISIT?

01 Studying in Degree Program

02 Studying in Non-Degree Program

03 Teaching

04 Lecturing

05 Observing

06 Consulting

07 Conducting Research

08 Training

09 Demonstrating Special Skills

10 Clinical Activities

11 Temporary Employee

12 Here with Spouse

(14) WHAT IS THE START DATE OF YOUR IMMIGRATION STATUS FOR THIS PRIMARY ACTIVITY?

____ / ____ / ____

Month Day Year

(17) IF A STUDENT, WHAT TYPE?

Undergraduate Masters

Graduate Other _____

(18) WHAT IS THE ACTUAL DATE YOU ENTERED IN U.S.A.?

____ / ____ / ____

Month Day Year

(15) WHAT IS THE PROJECTED END DATE OF YOUR IMMIGRATION STATUS FOR THIS ACTIVITY?

____ / ____ / ____

Month Day Year

(20) INCOME PROVIDING ACTIVITY (e.g. Professor of Chemistry)?

(21) SPOUSE IN U.S.A.?

Yes No

No. of dependents _____

(22) FOR CONSULTANTS/SELF EMPLOYED INDIVIDUALS:

Do you/will you have an office (fixed base) in the U.S.A.?

Yes No If Yes, how many days in this tax year will you have the office (fixed base?) No. of Days: _____

(23) COUNTRY OF TAX RESIDENCE IF DIFFERENT FROM FOREIGN RESIDENCE ADDRESS: _____

Did tax residency end? Yes No If yes, when? ____ / ____ / ____

FOREIGN NATIONAL TAX INFORMATION FORM (PAGE 2)

The Foreign National Tax Information Form MUST be completed and returned before you can receive any form of payment.

HONORARIUM

Will the activity to receive the Honorarium last more than 9 days?

Yes No

Did you receive an Honorarium from more than 5 organizations in the prior 6 months?

Yes No

Is the activity to be performed a normal academic activity?

Yes No

PLEASE LIST ANY U.S. IMMIGRATION ACTIVITY IN LAST 3 CALENDAR YEARS and ALL F, J, M or Q Statuses since 1/1/85:

Date of Entry (Month / Day/Year)	Date of Exit (Month / Day/Year)	Immigration Status	If J-1, Subtype	Primary Activity	Have you taken any 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

Reference information for the above table:

SAMPLE IMMIGRATION STATUS:

- U.S. Immigrant / Permanent Alien
- F-1 Student
- H-1 Temporary Employee
- J-1 Exchange Visitor
- J-2 Spouse or Child of Exchange Visitor
- TN-1 Trade NAFTA

**SAMPLE J-1
SUBTYPES:**

- 01 Student
- 02 Short Term Scholar
- 05 Professor
- 12 Research Scholar

PRIMARY ACTIVITIES:

- 01 Studying in Degree Program
- 02 Studying in Non-Degree Program
- 03 Teaching
- 04 Lecturing
- 05 Observing
- 06 Consulting
- 07 Conducting Research
- 08 Training
- 09 Demonstrating Special Skills
- 10 Clinical Activities
- 11 Temporary Employee
- 12 Here with Spouse

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 Foreign National Tax Information Form to the _____.

Signature: _____ Date: _____

INSTRUCTIONS FOR THE FOREIGN NATIONAL TAX INFORMATION FORM:

1. Name: List full name.
2. Social Security Number: Enter US social security number issued by the US Social Security Administration. Do not list numbers not assigned by US Social Security, i.e. Canadian social security numbers. If none, enter your ITIN issued by IRS. If SSN not yet available, attach proof of application for SSN or ITIN
3. UNO ID# - 7- digit UNO number
4. Local Street Address:
5. Foreign Residence: List your non-US address.
6. Country of Citizenship(s).
7. Country that issued the passport. List Country that issued your passport.
8. Passport #: Enter your Passport Number.
9. Enter your Visa # - Not the Control # that begins with a year.
10. Immigration Status - previous. Check Yes or No. If yes, complete table above. Estimate if you don't know exact dates
11. Immigration Status: Check the type of immigration status that you currently hold. If you check US Immigrant/Permanent Resident, holder of a "green" card, you may proceed to the end of the form - simply sign and date above.
 - 11(a) SEVIS number - Number issued by the U S Dept of Homeland Security (located on US Visa) and Form I-2
12. Immigration Status for J-1: Check the appropriate J-1 subtype.
13. Actual Primary Activity: Check ONE activity only.
14. Start Date: MUST include month, day, year in that order. Estimate if you don't know.
15. Actual Entry Date in the United States: MUST include month, day, year in that order. Estimate if you don't know.
16. End Date: MUST include month, day, year in that order. Estimate if you don't know.
17. Occupation: Describe in general the service you will perform.
18. Student Type: If applicable, check appropriate box.
19. Is your spouse in the USA? Check the appropriate box. Give number of other dependents in the USA.
20. Consultants / Self-employed Individuals: Check the appropriate box. This includes any office at any location specifically identified with you.
21. Tax Residence: List country where you last paid taxes as a resident. This CAN be different from your legal residence. Do NOT include the USA.
22. Only applicable to Consultants or Self Employed individuals in the US.
23. Foreign country for tax purposes only (if different from your home country)

May be reproduced.

Foreign National Document Chart

Find your visa status in the left column. The right column tells you what documents to attach to this form.
 Foreign National employees **must** present **original documents** and **one set of copies at the time** of the scheduled appointment.

Visa Status	Documents
F1	Social Security Card, ITIN or Receipt of application for SSN Passport identification page All U.S. Visa(s) All U.S. Entry Stamps I-94 card (electronic, or front and back of card) All I-20s (front and back) page 1 & 3 EAD for OPT Offer Letter
J1	Social Security Card, ITIN or Receipt of application for SSN Passport identification page All U.S. Visa(s) All U.S. entry stamps I-94 card (electronic, or front and back of card) DS-2019 All prior IAP-66 and/or DS-2019 Offer Letter
J2	Social Security Card, ITIN or Receipt of application for SSN Passport identification page All U.S. Visa(s) All U.S. entry stamps I-94 card (electronic, or front and back of card) DS-2019 All prior IAP-66 and/or DS-2019 EAD Offer Letter
H1B/H1B1	Social Security Card, ITIN or Receipt of application for SSN Passport identification page All U.S. Visa(s) All U.S. entry stamps I-94 card (electronic, or front and back of card) All I-797 (original not required) Offer Letter
Adjustment Application (Green Card Pending)	Social Security Card, ITIN or Receipt of application for SSN Documentation of all prior statuses I-797

If the appropriate visa is not listed in the chart above, contact Donna Burroughs at dburroug@uno.edu.