

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 instructions below. Keep a copy for your records.

Instructions

This form is required to receive payment for wages, honorariums, royalties, scholarships, fellowships, independent personnel services, and awards/prizes. This form is requested but not required to receive payment for travel/expense reimbursements for non-employee Foreign Nationals.

For employment-related payments, bring this form with other required documentation to the Payroll Service Center by appointment only. To schedule an appointment call (866) 476-3586 or (217) 265-6363. For honoraria, you do not have to schedule an appointment to submit the form. If the foreign national wishes to apply for treaty benefits and has not done so for the current calendar year, an appointment would be necessary

For payments to non-employee foreign nationals, attach this form to the Foreign National Payment Form with required documentation and submit it to the Payroll Service Center. No appointment is required to submit the form. However, if the foreign national wishes to apply for treaty benefits then an appointment is necessary to determine if he/she qualifies and treaty benefits can be applied to the payment.

Foreign National Tax Information Form

New Renewal Update Transferred

The information on this form is used to determine how much tax to withhold from payments to Foreign Nationals. Complete this form according to the instructions on the previous page. Attach a copy of all requested documents (see Foreign National Documentation Chart).

Personal Information

Last or Family Name:

First/Given Name:

Middle:

Check One: Male Female

Date of Birth:

MM/DD/YYYY

Employee/Student/Faculty Identification Number:

Number described above:

University Department:

Occupation: *(Describe in general the service you will perform.)*

Email Address:

Marital Status: Single Married

Home Telephone Number:

Day Telephone Number:

Area Code

Area Code

First Date in USA on current status:

Start Date of Employment in USA:

MM/DD/YYYY

MM/DD/YYYY

US Local Street Address:

Foreign Residence Address:

City:

City:

State:

Province/Region:

Zip Code:

Regional Postal Code:

Country of Residence:

Country of Citizenship:

Country that originally issued Passport:

Passport Number:

Passport expiration date:

Tax Residence: *(Enter the last Country you resided in. You did not have to work there or pay taxes. Do not include the USA.)*

MM/DD/YYYY

Name (Last)

, (First)

University ID Number

Visa Detail

Prior Visa Detail: Provide the requested information regarding the days of physical presence in the United States during the current year and all prior years. Begin with the current year and proceed in descending order.

*Visa Type	**J1 Subtype (if J-1 status)	***Primary Purpose	Visa Number	Visa Issue Date (dd/mm/yyyy)	First Date in Status (dd/mm/yyyy)	Last Date in Status (dd/mm/yyyy)	Foreign Funded (Yes/No)
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****J1 Subtype (if J-1 Status)** - Enter one of the following choices above: Student, Short Term Scholar, Professor, Research Scholar, Alien Physician.

*****Primary Purpose** – Enter one of the following choices above: Studying in a Degree Program, Studying in a Non-Degree Program, Teaching, Lecturing, Observing, Consulting, Conducting Research, Training, Demonstrating Special Skill, Optional Practical Training, Clinical Activities, Temporary Employment, Here with Spouse.

Days outside USA: Do not count days prior to 1st entry or after final departure.

This year, I was outside of the USA for	days.	4 years ago, I was outside of the USA for	days.
Last year, I was outside of the USA for	days.	5 years ago, I was outside of the USA for	days.
2 years ago, I was outside of the USA for	days.	6 years ago, I was outside of the USA for	days.
3 years ago, I was outside of the USA for	days.		

Income Information

Check one: Are you receiving

Wages/Payments for Services

What is your estimated annual income?

What is your University of Illinois Job title?

Self Employed/Honorarium

How many days will you perform the service?

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

Yes No

Do you have a withholding agreement with the IRS?

Yes No

Fellowship

Are you a degree candidate?

Yes No

Is your stay planned for over 356 days?

Yes No

Are you studying outside of the USA?

Yes No

If yes, what country?

Award

Travel/Expense Reimbursement

Certification

Payee Certification *Payment will not be processed without a signature.*

I hereby certify that all the above information is true and correct. I also understand that if any of the information provided in this form changes, I will submit a new Foreign National Tax Information Form to the University.

Signature:

Date (month/day/year):

Home Telephone Number:

Work/Office Telephone Number:

Foreign National Documentation 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
Adjustment Applicant (Green Card Pending)	I-797 EAD
F1	Passport identification page All U. S. Visa(s) All U. S. Entry Stamps I-20 (front and back) page 1 & 3 I-94 card (front and back) EAD for OPT Social Security Card, ITIN or Receipt of application for SSN
J1	Passport identification page Current U. S. Visa All U. S. entry stamps DS-2019 All prior IAP-66 and/or DS-2019 I-94 card (front and back) Social Security Card, ITIN or Receipt of application for SSN
J2	Passport identification page Current U. S. Visa All U. S. entry stamps DS-2019 All prior IAP-66 and/or DS-2019 I-94 card (front and back) Social Security Card, ITIN or Receipt of application for SSN
H1B/H1B1	Passport identification page Current U. S. Visa All U. S. entry stamps I-797 (original not required) I-94 card (front and back) Social Security Card, ITIN or Receipt of application for SSN
O1	Passport identification page Current U. S. Visa All U. S. entry stamps I-797 (original not required) I-94 card (front and back) Invitation Letter Social Security Card, ITIN or Receipt of application for SSN

*Foreign Nationals with TCNs will not enjoy applicable tax treaty benefits until the SSN is presented to University Payroll and the tax treaty analysis has been completed.

If the appropriate visa is not listed in the chart above, contact Payroll Customer Service at 866-476-3586.