

## Non - Resident Alien Information Form

Complete this form only if you are a Non- Resident alien for tax purposes. This form will be used to determine your tax status for wages paid by the University of Toledo.

### **BASIC INFORMATION:**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle: \_\_\_\_\_

Social Security Number \_\_\_\_\_ University ID# \_\_\_\_\_ Date of Birth: \_\_\_\_\_

### **USA ADDRESS**

Street : \_\_\_\_\_ Apt \_\_\_\_\_ **Toledo, Ohio** Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Day Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

### **FOREIGN ADDRESS**

Enter your home or permanent address abroad.

Address line 1 \_\_\_\_\_ Address line 2 \_\_\_\_\_

City Postal Code \_\_\_\_\_ City \_\_\_\_\_

Providence / Region \_\_\_\_\_ Regional Postal Code \_\_\_\_\_ Country \_\_\_\_\_

### **Country Information**

What country issued your passport? \_\_\_\_\_ Passport Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Enter the Country for which you are a TAX resident \_\_\_\_\_

### **Year Data**

Estimated annual income from employment at The University of Toledo this calendar year. (Jan 1 - Dec 31) \_\_\_\_\_

What are you doing at the University? (IE: Professor, Researcher, Teaching Assistant...) \_\_\_\_\_

### PERSONAL FACTS

Check only if applicable.

- I have taken step to become a lawful permanent resident of the U.S. (Attached Green Card or Application)
- I am married to a U.S. citizen
- I will not be a Tax Resident in my Tax Resident Country at year end. Date tax resident ends \_\_\_\_\_
- I am a Dual Resident Taxpayer. List countries \_\_\_\_\_
- I do not wish to claim Treaty Exemptions from taxes even though I mat qualify.
- I have made an election to be taxed as a U.S. resident (Attach Form 1078)

I am a student type: (check one)

- Undergraduate
- Graduate Student
- Post Graduate
- Medical Student

Check one:

- I am engaged in FULL-TIME study, training, teaching or research.
- I am engaged in PART-TIME study, training, teaching or research.

**VISA DETAIL**

Fill in the Visa and Immigration status for each of the last 7 years.

	Visa Type	Visa Number	PRIMARY reason for entering the U.S. (use code below)	Date Arrived in U.S.	Left U.S. (or expected departure date)	J1 Subtype
Current Visa:						
Prior Visa:						
Prior Visa:						
Prior Visa:						

**Primary Activity Codes:**

- |                                |                                 |   |
|--------------------------------|---------------------------------|---|
| 01 Studying Degree Program     | 08 Acquire Training             | 15 Supporting an artist / athlete       |
| 02 Studying Non Degree Program | 09 Demonstrating Special Skills | 16 Tourist                              |
| 03 Teaching                    | 10 Clinical Activities          | 17 Business Activities                  |
| 04 Lecturing                   | 11 Temporary Employment         | 18 Board of Director Activities         |
| 05 Observing                   | 12 Here with Spouse or Relative | 19 Practical Training / J-1 F-1         |
| 06 Consulting                  | 13 Performing as an artist      | 20 Educational/ Professional Activities |
| 07 Conducting Research         | 14 Performing as an Athlete     | 21 Summer Travel Work                   |

**J-1 Subtypes**

- |                         |                                  |                        |
|-------------------------|----------------------------------|------------------------|
| 01 Student              | 06 Specialist                    | 11 Trainee Medical     |
| 02 Short Term Scholar   | 07 Alien Physician               | 12 Research Scholar    |
| 03 Trainee- Non-Medical | 08 Other - International Visitor | 13 Summer Travel/ Work |
| 04 Teacher              | 09 Other - Alien of the          | 99 Not Applicable      |
| 05 Professor            | 10 Other - Camp Counselor        |                        |

(Payroll Information Only: Run Substantial Presence Test)

**ATTACHMENTS**

Before this form can be processed, you must attach copies of the following.

- Passport (Page 1 only showing your identification and passport number)
- Visa (Attach copies of your U.S. Visa plus pages clearly showing entry and exit dates)
- Form I-94 showing current Immigration Status and duration of stay. Copy front and back.
- Form I-20-ID Certification of Eligibility of Non-immigration (F-1) Student  
Or IAP66 Certification of Eligibility for Exchange visitor (J-1) Status.

Remember to bring your visa with you when submitting this form in case there are any questions.

**AUTHORIZATION**

Under penalties of perjury, I certify that the above information is true and correct.

Sign \_\_\_\_\_ Date \_\_\_\_\_

**Before submitting this form, PLEASE REVIEW:**

**Did you complete each item and fill in all the blanks? Incomplete forms cannot be processed.**

**Did you attach the required documents?**

**Do you have your visa with you when submitting this form to payroll? (Rocket Hall room 1700)**