**Southern Illinois University Edwardsville**

**Foreign National (NRA) Tax Status Instructions**

**For Students, Graduate Assistants, and Employees**

The purpose of the NRA Tax Status form is to gather information for SIUE to determine your proper tax status in compliance with IRS laws.

**Basic Info** – Enter your name, Banner ID, date of birth, etc.

**Personal Info** – If you have been in the US less than 5 years, you must select 1 Personal Exemption and Single for Marital status. If you have been in the US for 5 years or longer you may select 2 Personal Exemptions and Married for Marital status if desired.

Enter your SIUE position and the department in which you’ll be working. It is important that you keep your contact information updated, such as phone number and e-mail address. You may do this through the proper department such as Student Employment, Graduate School, or the Payroll office. Enter the rest of the information. The date first entered in the US could be from an I-94, I-20 or from a B2 tourist visa.

**USA Address/ Foreign Address** – It is important that you keep your address information update so that SIUE may mail you the necessary tax forms at year-end. You may do this through the proper department such as Student Employment, Graduate School, or the Payroll office. You may select one address to have the 1042s mailed to- your US address or your foreign address.

**Country Info** – Enter your home country and passport information. Attach a copy of your passport showing the country, passport number and picture.

**Visa/Immigration Current & Previous Status Detail** – Beginning with your current visa status, enter the applicable information from your visa support and answer all questions. Next, working backwords enter your next visa status and information. If you do not have previous visa history and were not in the US, just indicate N/A for not applicable. In order for SIUE to determine your proper tax status a complete history of visa and visits to the US is needed, as tax status is based on the cumulative number of days in the US. If you need additional space, print page 2 of the form again and continue entering all visa information. Attach a copy of all visas and support such as I-20’s.

If you would like to use any treaty available for your home country, to reduce taxes on amounts paid to you, indicate Yes to take Treaty benefits.

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Please sign and date the form, attach copies of your passport, and all visas. Deliver the form and support to the SIUE Payroll department in the Office of Human Resources, Campus Box 1040, Room 3210, 3rd floor Rendlemen Building. Payroll will contact you in about a week so that you can sign the required tax forms. If you have questions, please call 650-2190 and ask to speak with Denise Hunt or Robyn Courtway in the Payroll department.

WEB ADDRESS FOR FORM: [www.siue.edu/humanresources/forms/pdf/NRATaxStatus.dot](http://www.siue.edu/humanresources/forms/pdf/NRATaxStatus.dot)

 6/2012

FOREIGN NATIONAL (NRA) TAX STATUS FORM

Web Address for Form Instructions: www.siue.edu/humanresources/forms/pdf/NRA\_Tax\_Status\_Form\_Instructions.doc

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| --- |
| **Basic Info** |
| Last Name |       |
| First Name |       |
| Middle Name |       |
| Maiden Name (if applicable) |       |
| Date of Birth  |       |
| Banner ID |       |
| University Status | [ ]  Employee [ ]  Undergrad Student [ ]  Grad Student [ ]  Non-Employee |
| **Personal Info** |
| Personal Exemption Allowed |  | Marital Status |  |
| SIUE Department |       |
| Position – 1st |       |
| Position – 2nd (if applicable) |       |
| Home Telephone # | (   )    -     Ext       |
| Day Telephone # or Cell # | (   )    -     Ext       |
| SIUE Email Address |       @siue.edu |
| Other Email Address |       |
| Date First Entered USA |       | Date of Employment       |
| **USA Address** |
| Address Line 1 |       |
| Address Line 2 |       |
| City |       |
| State |    | Zip |      -     |
|  |
|  |
| **Foreign Address** |
| Address Line 1 |       |
| Address Line 2 |       |
| Address Line 3 |       |
| City Postal Code |       |
| City |       |
| Province/Region |       |
| Region Postal Code |       |
| Country |       |
|  |
| **Country Info (attach copy of Passport)** |
| Home Country |       |
| Passport/Citizenship |       |
| Passport Number |       |
| Passport Expiration Date |       |
| Tax country residence |       | Also a U.S. Citizen?  |
| **Visa/Immigration Current Status Detail – 1 (attach copy of your Visa and I-20/DS2019)** |
| Immigration Status / Visa Type |       |
| Primary Purpose |       |
| Tax Residence |       |
| Visa Number |       | Use treaty benefits if available? |  |
| I-20/DS2019 Start Date |       |
| First Day in USA in this Status (date from first I-20/DS2019) |       | Last Day in USA in this Status      (date from I20/DS2019) |
| SEVIS ID |       |
|  |  |
| **Visa/Immigration Previous Status Detail – 2 (attach copy ) or N/A** |
| Immigration Status / Visa Type |       |
| Primary Purpose |       |
| Tax Residence |       |
| Visa Number |       | Were treaty benefits used? |  |
| INS/USCIS Visa Start Date |       |
| First Day in USA in this Status |       | Last Day in USA in this Status       |
| SEVIS ID |       |
| **Visa/Immigration Previous Status Detail – 3 (attach copy ) or N/A** |
| Immigration Status / Visa Type |       |
| Primary Purpose |       |
| Tax Residence |       |
| Visa Number |       | Were treaty benefits used? |  |
| INS/USCIS Visa Start Date |       |
| First Day in USA in this Status |       | Last Day in USA in this Status       |
| SEVIS ID |       |
| CERTIFICATIONI declare under penalties of perjury that the information provided above is true and correct. If I receive an extension of my visa status, or if my visa/immigration status changes, I will notify the Payroll Department at 618/650-2190 and provide updated support. |
| Signature |  | Date: |  |

5/7/12 – previous versions obsolete