

1. On the Payroll home page, (on the left), click on National Resident Alien (NRA)> For Departments and follow instructions on web page.
2. Complete the fillable Tax Status form on line and print a copy. Sign and date the Tax Status form. Retain a copy for your records. Please include your contact information - email or local phone number so Payroll staff can reach you.
3. Attach a copy of your Visa, Form I20, and Form I94 DS-2019 that is applicable to your current and past Visa. Attach a copy of each page in your passport that contains an immigration stamp.
4. Payroll will review the forms and attachments. Please deliver them to:

Office of Human Resource  
Payroll (NRA Taxes)  
Room 3210 Rendleman Hall  
Box 1040  
Edwardsville Illinois 62026

It is important that you complete this process to assure that accurate taxes are withheld from your paycheck. A social security number is required to apply for a tax treaty benefit.

Contact Denise Hunt, Payroll Compliance Manager or Robyn Courtway, Human Resource Officer at 618-650-2190 if you have any questions or concerns.