

## 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 documentation to the Payroll Service Center by appointment only. To schedule an appointment call:

Chicago: (312) 996-7200

Urbana: (217) 265-6363

Springfield: (217) 206-7211

or online at the [OBFS Training Website](#).

**For payments to non-employee foreign nationals**, attach this form to the Foreign National Payment E-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 payment 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.)

Surname (Last or Family Name): \_\_\_\_\_  
First or Given Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Male       Female

Date of Birth:  
MON/DD/YYYY \_\_\_\_\_

U.S. Social Security Number (SSN), not University ID Number  
 U.S. Individual Tax Identification Number (ITIN), not eligible for SSN

University ID Number (UIN): \_\_\_\_\_

Number described above: \_\_\_\_\_

University Department:  
\_\_\_\_\_

Occupation (Describe in general the service you will perform):  
\_\_\_\_\_

E-mail Address:  
\_\_\_\_\_

Marital Status:  Single       Married

Home Telephone Number (include area code):  
\_\_\_\_\_

Daytime Telephone Number (include area code):  
\_\_\_\_\_

First Date in USA on current status:  
MON/DD/YYYY  
\_\_\_\_\_

Start Date of Employment in USA:  
MON/DD/YYYY  
\_\_\_\_\_

US Local Street Address:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Foreign Residence Address:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

City: \_\_\_\_\_ Province/Region: \_\_\_\_\_ Regional Postal Code: \_\_\_\_\_

Country of Citizenship:  
\_\_\_\_\_

Country of Residence:  
\_\_\_\_\_

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.):  
\_\_\_\_\_

Last Name:

First Name:

University ID Number (UIN):

## Visa Detail

Provide the requested information regarding the days of physical presence in the United States including the current status and all prior statuses. Begin with the first status and proceed in ascending order. All dates must be in MON/DD/YYYY format.

*Visa Type	**J1 Subtype (if J-1 Status)	***Primary Purpose	Visa Number	Visa Issue Date	First Date in Status	Last Date in Status	Foreign Funded (Y/N)

\*\* J1 Subtype (if J-1 Status) - Enter one of the following choices in the above field: Student, Student intern, Short Term Scholar, Professor, Research Scholar, Alien Physician.

\*\*\* Primary Purpose - Enter one of the following choices in the above field: 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, business activities, curricular practical training.

### Days outside the USA:

In the following table enter the number of days you were outside the USA for the time period specified: Do not count days prior to 1st entry or after final departure.

This Year	Last Year	2 years ago	3 years ago	4 years ago	5 years ago	6 years ago

### Income Information: Check all that you are 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 for 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

### 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: \_\_\_\_\_

Home Telephone Number (include area code): \_\_\_\_\_ Work/Office Telephone Number (include area code): \_\_\_\_\_

## 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
TN	Social Security Card, ITIN or Receipt of application for SSN Passport identification page All U.S. entry stamps I-94 card (electronic, or front and back of card) Offer Letter
O1	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 EAD

\* 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:  
Chicago - (312) 996-7200  
Urbana - (217) 265-6363  
Springfield - (217) 206-7144