

**SOUTHERN ILLINOIS UNIVERSITY EDWARDSVILLE
FOREIGN NATIONAL (NRA) TAX STATUS FORM
INSTRUCTIONS**

Office of Human Resources | Box 1040 | Edwardsville, IL 62026 | Phone: 618.650.2190 | Fax: 618.650.2696

**(Note:Do not turn
in instruction page)**

Instructions

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 backwards 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.

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.

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