

UNIVERSITY AT ALBANY

Alien Information Form

This form should be completed and signed by the individual. The information being requested is strictly for tax reporting and withholding purposes only and does not constitute approval to perform services nor guarantee of payment.

Instructions: Please attach copies of passport and current visa. Copies of I-94 and W8BEN are also required. Additional information or forms may be required. Please see second page.

A. PERSONAL INFORMATION																															
Individual's Name		Taxpayer ID (SSN/TIN)		Country of Citizenship																											
US Street Address		Passport Number		Visa Number																											
US City		State	Zip Code	Address in Home Country																											
Telephone No.		Email																													
University at Albany Affiliation <input type="checkbox"/> Employee <input type="checkbox"/> Student <input type="checkbox"/> Non-Employee/Visitor		Affiliated University at Albany Department		University at Albany Contact																											
B. VISA INFORMATION																															
CURRENT VISA TYPE (Please Specify) Please note certain visa types preclude payment according to IRS regulations <input type="checkbox"/> Permanent Resident (Continue to Section D) <input type="checkbox"/> F ____ <input type="checkbox"/> H ____ <input type="checkbox"/> B ____ <input type="checkbox"/> J ____ <input type="checkbox"/> Other _____			Date of entry to US	Permission to Stay Expiration Date																											
Visa Sponsor			Visa Expiration Date	Primary purpose of being in US																											
Estimated Date of Departure		Please list previous visits to US and Visa Type		Dates _____ Visa _____																											
				Dates _____ Visa _____																											
C. RESIDENCY DETERMINATION																															
STEP 1		<input type="checkbox"/> I am a Student on an F-1 or J-1 Visa AND in the US as a student for 5 or less years. <input type="checkbox"/> I am a Professor or Researcher on a J-1 Visa and in the US for a total of 2 or less years, within the last 6 years. If either box is checked, you will be treated as a Non-Resident Alien for Tax purposes, continue to section D. If neither box is checked, proceed to Step 2.																													
STEP 2 (Substantial Presence Test)		This is a calculation of the number of days an individual has been physically present in the US. If the criteria of the test is met, the individual will be treated as a US resident for tax purposes. <table style="width: 100%; margin-top: 10px;"> <thead> <tr> <th style="width: 30%;"></th> <th style="width: 20%;">YEAR</th> <th style="width: 20%;">DAYS IN US</th> <th style="width: 10%;"></th> <th style="width: 20%;">TOTAL</th> </tr> </thead> <tbody> <tr> <td>Current Year</td> <td>_____</td> <td>_____</td> <td>x 1 =</td> <td>_____</td> </tr> <tr> <td>1st Preceding Year</td> <td>_____</td> <td>_____</td> <td>x 1/3 =</td> <td>_____</td> </tr> <tr> <td>2nd Preceding Year</td> <td>_____</td> <td>_____</td> <td>x 1/6 =</td> <td>_____</td> </tr> <tr> <td colspan="4" style="text-align: right;">TOTAL</td> <td>_____</td> </tr> </tbody> </table> If the total is equal or greater than 183 days, the individual will be treated as a Resident Alien for tax purposes, otherwise the individual will be taxed as a Non-Resident Alien.						YEAR	DAYS IN US		TOTAL	Current Year	_____	_____	x 1 =	_____	1 st Preceding Year	_____	_____	x 1/3 =	_____	2 nd Preceding Year	_____	_____	x 1/6 =	_____	TOTAL				_____
	YEAR	DAYS IN US		TOTAL																											
Current Year	_____	_____	x 1 =	_____																											
1 st Preceding Year	_____	_____	x 1/3 =	_____																											
2 nd Preceding Year	_____	_____	x 1/6 =	_____																											
TOTAL				_____																											
D. CERTIFICATION																															
I certify that the information provided on this form is true and correct and hereby declare that for tax purposes: <input type="checkbox"/> I am a lawful Permanent Resident or Immigrant Alien . <input type="checkbox"/> I am a Resident Alien . <input type="checkbox"/> I am a Non-Resident Alien for tax purposes. Tax will be withheld at maximum rate unless additional forms are provided.																															
Signature		Name (Please Print)			Date																										
Residency Status	Tax Rate	Tax Treaty	Tax Treaty Expiration Date	Dollar Limit	Visual Compliance	Approval																									

Additional Information pertinent to the Completion of the Alien Information Form.

This form is used to gather pertinent and necessary information as it relates to the payment of non US Citizens. This form should accompany payment requests to Non US Citizens. While travel reimbursement tied to a business purpose may be exempt from taxation, it may still be necessary to collect this information. This form should be completed and signed by the individual. As IRS regulations do preclude or limit payment based upon visa classification, the completion of this form does not constitute the approval to engage the individual nor guarantee that payment can be issued. Copies of the appropriate documentation supporting the information provided on this form must be provided.

Section A. Personal Information

This section should be completed in its entirety by the individual.

Section B. Visa Information

Information provided in this section should be based upon the US visa currently held by the individual. This section should be completed in its entirety with the exception of those granted permanent residence. If that box is selected, the remainder of Section B, as well as Section C may be omitted, proceeding to Section D.

Please note that IRS regulations do preclude or restrict payment of any kind to individuals with certain visa classifications.

Section C. Residency Determination

This section should be completed by all individuals who did not indicate Permanent Residency in Section B. This section utilizes the Substantial Presence Test which is used to determine an individual's US residency for tax purposes. This section must be completed in its entirety for proper determination.

Section D. Certification

This section must be completed and signed by the individual. If the individual is determined to be a Non-Resident Alien, tax will be withheld at the maximum rate unless additional forms are provided. Individuals claiming a tax exemption based upon an existing tax treaty must attach IRS form 8233.

Term/Form	Definition
I-20	Form pertinent to F-1 visa holders. Copy must be attached if applicable.
DS-2019	Form pertinent to J-1 visa holders. Copy must be attached if applicable.
I-94	Arrival/Departure card indicative of the date on which the Individual's permission to stay in the US expires. If "D/S" is indicated, use expiration date found on I-20.
Visa Status	In regards to the completion of this form, visa status refers to the type or classification of US visa currently held by the individual. This is indicated on a stamp or sticker in the individual's passport. A copy of that indication must be attached.
Tax Treaty	A treaty or agreement withheld between the US and another country in efforts to eliminate double taxation. To claim an exemption based upon an existing tax treaty IRS form 8233 must be attached.
Permanent Resident Alien	An individual who has been granted lawful US Permanent Resident status (often referred to as a green card). Such individuals are taxed in the same manner as US Citizens. A copy of the "green card" must be attached.
Resident Alien	US tax residency status of an individual who has been present in the US for a period of time long enough to meet the Substantial Presence Test. Resident Aliens are taxed on their worldwide income in the same manner as US citizens.
Non-Resident Alien	US tax residency status of a non-US citizen who is temporarily present in the US. Non-Resident Aliens are required to pay taxes only on their income from US Sources.