

Request For Alien Information

Payee Information From Page 1

SSN # _____ ITIN # _____ FEIN # _____	Full Name of Individual or Business _____ _____		
Date Entered U.S.	Visa Class on the I-94	Expiration Date on I-94	Intended Length of Stay

Determination Of Residence Status For Federal Tax Withholding Purposes

(Check any applicable boxes):

- Permanent Resident of the U.S. (Carrier of either a "Green Card" or I-551 Visa Stamp)
- Immigrant or refugee seeking asylum in the U.S.
- Resident Alien for Tax Purposes (Refer to IRS Publication 519 to complete the Substantial Presence Test.)



STOP HERE: If you have checked any of the above boxes you are a resident alien for tax purposes. Therefore, you must complete the IRS Form W-9, *Request For Taxpayer Identification Number And Certification* in place of this form.

Allowable VISA Classification

(Departments, if a visa classification does not appear here, contact the Payroll Department prior to obtaining services.)

Visa Classification <i>(Check the visa type and submit the appropriate supporting documentation):</i>	Documentation/Requirements		
<input type="checkbox"/> B-1	Copy of front and back of I-94 Card, Departure Record		
<input type="checkbox"/> B-2	Copy of front and back of I-94 Card, Departure Record		
<input type="checkbox"/> J-1 Visitor	Copy of front and back of I-94 Card, Departure Record	Copy of IAP-66 Form, Certificate of Eligibility for Exchange Visitor (J-1 Status)	If the U of C is not the sponsor, the sponsoring institution must submit a letter granting permission for payment.
<input type="checkbox"/> TN (Mexican & Canadian residents only)	Copy of front and back of I-94 Card, Departure Record	Copy of INS Form I-797A	U of C must be one of the sponsors
<input type="checkbox"/> WB	Copy of front and back of I-94 Card, Departure Record		
<input type="checkbox"/> Visa Waiver	Copy of front and back of I-94 Card, Departure Record		

Individuals who wish to claim tax treaty exemption must:

- Complete the IRS Form 8233, and
- Have a U.S. Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN), and
- Have a Tax treaty with the U.S. and their country of residence

Prior to submitting forms, refer to the Payroll Unit web page at http://adminet.uchicago.edu/admincompt/comptroller/pay_index.html to determine if IRS Tax Treaty criteria have been met.