



Foreign National Information Form

Complete and return this form to the Smith College Payroll Office, College Hall 204, Please direct questions regarding the form to that office. Questions, call 413-585-2213.

Check One:

- Initial Submission - Required prior to payment
Update - Required only if any information in Section B, C, or D changes during individual's stay in the U.S.

SPECIAL NOTE FOR VISITORS ON J-VISAS:

Visitors on J visas not sponsored by Smith College MUST obtain written permission from the International Office of the sponsoring institution PRIOR TO receiving honoraria or service payments (including employee compensation) from Smith College.

SPECIAL NOTE FOR VISITORS ON TN, H-1B OR O VISAS:

Visitors on TN, H-1B, or O visas not sponsored by Smith College may NOT receive honoraria or service payments (including employee compensations) from Smith College.

NOTE: A copy of your I-94 Departure record (a small white card inside your passport), a copy of your U.S. Visa from your passport, and a copy of your I-20, DS2019, IAP66 or I797 (immigration documents), if applicable, must be attached to this form. ***

Section A - General Information

- 1. Last Name/Surname, Middle Initial, First Name/Given Name
2. U.S. Social Security Number of U.S. Individual Taxpayer Identification Number (ITIN)
3. United States Address (Line 1-3, City/Town, State, Zip/Postal Code)
4. Foreign Address (Line 1-3, City/Town, State, Zip/Postal Code)
5. Telephone, Country
6. Email Address

Section B - Residence Status for Tax Purposes

- 7. I AM A PERMANENT RESIDENT. Provide the alien number as shown on the front of your Alien Registration Receipt Card. (Green Card) #A and proceed to Section E - Certification
8. I AM OR HAVE BEEN CLASSIFIED PREVIOUSLY AS A RESIDENT ALIEN FOR TAX PURPOSES
9. I AM A NON-RESIDENT ALIEN FOR TAX PURPOSES. I do not meet the requirements for tax residence in the United States
10. If you are a non-resident for tax purposes, what is your country of "tax residency"?

Note: If you checked box 7 or 8 in this section you must complete Section C.

Section C – Passport and Visa Information

11. Visa Type – Select One

- | | | | | |
|------------------------------|--|---|-------------------------------|--|
| <input type="checkbox"/> B-1 | <input type="checkbox"/> WB (Visa Waiver for Business) | <input type="checkbox"/> J-1 Research Scholar | <input type="checkbox"/> H-1B | <input type="checkbox"/> J-1 Student |
| <input type="checkbox"/> B-2 | <input type="checkbox"/> WT (Visa Waiver for Tourism) | <input type="checkbox"/> J-1 Short Term Scholar | <input type="checkbox"/> TN | <input type="checkbox"/> F-1 Student |
| | <input type="checkbox"/> Canadian Walk-over (No Visa) | <input type="checkbox"/> J-1 Professor | <input type="checkbox"/> O-1 | <input type="checkbox"/> Other, please specify _____ |

12. If you have an F, J, H, TN, O, L, P, A or G Visa indicate the sponsoring institution listed on your immigration documents _____

13. Primary Purpose/Activity of Visit – Select one:

- | | | |
|---|--|---|
| <input type="checkbox"/> Studying in a degree program | <input type="checkbox"/> Consulting | <input type="checkbox"/> Conduction Research |
| <input type="checkbox"/> Studying in a non-degree program | <input type="checkbox"/> Teaching | <input type="checkbox"/> Acquiring Training |
| <input type="checkbox"/> Lecturing | <input type="checkbox"/> Clinical Activities | <input type="checkbox"/> Temporary Employment |
| <input type="checkbox"/> Other, please specify _____ | | |

14. Country Issuing Passport _____ Country of Citizenship _____

15. Passport Number _____ Visa Number _____

Section D – Visa Immigration Activity in the Last Six Calendar Years (Substantial Presence Test)

16. What is the actual date you entered the United States on your current visa? _____

17. What is the start date and end date of your primary purpose/activity indicated on your current I-20, IAP66 or I797 (immigration document)?

Start Date: _____ End Date: _____

18. Visa Immigration History – Enter your visits to the United States for the last 6 calendar years (B-1/WB or B-2/WT Visa Holders do NOT need to complete this sections). Note: F and J students do not need to document short vacations home during semester breaks.

Date of Entry	Date of Exit	Primary Purpose Visa Type	Have you ever taken any Treaty Benefits	
_____	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
_____	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
_____	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
_____	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Section E – Tax Treaty Exemption Information – IRS Forms 8233 and W-8BEN

**You must have a Social Security Number or Individual Taxpayer Identification Number to apply for a tax treaty benefit. **

Payments to non-resident aliens for services performed or benefits received within the U.S. may be subject to a maximum withholding tax rate of 30%. If you are a non-resident alien and feel you may qualify for a tax treaty exemption, additional forms (IRS Form 8233 or IRS Form W-8-BEN) must be submitted with this completed “Foreign National Information Form”. IRS Forms 8233 and W-8BEN may be downloaded from our website or the IRS website at www.irs.gov/prod/forms_pubs.

IRS Form 8233 is used by non-resident aliens to claim exemption from withholding on compensation for Independent Personal Services and some Dependent Personal Services. The exemption must be based on a tax treaty to which the United States is a party. Part I of the form must be filled out completely. The Payroll Office will determine if the payee is eligible for the exemption per IRTS regulations and College administrative procedures. The Payroll Office will complete Part II of the form and apply for the exemption. A new Form 8233 must be submitted for each calendar year with the “Foreign National Information Form” annual update.

IRS FORM W-8BEN is used by non-resident aliens to claim exemption from withholding on other types of income (e.g., royalties, grants, scholarships, fellowships). Contact the Payroll Office to determine if the Form W-8BEN is appropriated for the income being paid. The exemption must be based on a tax treaty to which the United States is a party. The form must be filled out completely. The Payroll Office will determine if the payee is eligible for the exemption per IRS regulations and College Administrative procedures.

-----Certification-----

I certify that all of the above information is true and correct. I understand that if my “Passport and Visa Information” or “Residence Status for Tax Purposes changes, I must submit a new “Foreign National Information Form” reflecting the changes to: Smith College, Payroll and Disbursements Office, College Hall No. 204, Northampton, MA 01063

Signature: _____ Date: _____