

NEVADA SYSTEM OF HIGHER EDUCATION
Employee Notification Sheet

All individuals who are not Citizens or Permanent Resident Aliens of the United States are required to complete an Alien Information Collection Form before receiving any payment from the Nevada System of Higher Education ("NSHE"). If you are a new employee, you must meet with the Nonresident Alien Tax Specialist in order to review your completed Alien Information Collection Form, discuss your applicable tax withholding status, and complete any additional tax withholding or exemption forms.

You must bring the following documents with you to your meeting with the Nonresident Aliens Tax Specialist:

1. Alien Information Collection Form
2. Passport(s) Old and New (which includes the visas) and;
3. I-94 and travel history to the U.S.
4. Form DS-2019 if you are in J-1 status or Form I-20 if you are in F-1 status, or Form I-797 if you are in H-1B status.
5. For any other immigration status, bring your passport(s), and any immigration paperwork pertinent to your situation.

If you do not meet with the Nonresident Alien Tax Specialist within 5 days of beginning your employment with NSHE, the maximum rate of U.S. federal income tax will be withheld from your payments. Any tax withheld because you did not meet with the Nonresident Alien Tax Specialist to complete the necessary forms prior to payment cannot be refunded by NSHE.

The Nonresident Alien Tax Specialist (Debbie Honrath) is located in the Student Services Complex (SSC-A) Room 131 (same building as the Office of International Students and Scholars).

Please email nrat@unlv.edu to schedule an appointment

Employee Name (Print)

Employee Signature

Date

Date of Appointment

Appointment Time

Nevada System of Higher Education Alien Information Collection Form

The information requested below is strictly confidential and will be used for tax withholding and reporting purposes only. This information will allow the Nevada System of Higher Education ("NSHE") to determine your U.S. tax residency status for tax purposes and is not associated with immigration or visa classification. All questions regarding IRS reporting and withholding rules and completion of this form should be directed to the Nonresident Alien Tax Specialist at (702) 895-0872.

PLEASE COMPLETE ALL APPLICABLE QUESTIONS

UNLV

SECTION A PERSONAL INFORMATION					
NAME (Last or Family)	First or Personal	Middle	E-MAIL ADDRESS	U.S. SOCIAL SECURITY/INDIVIDUAL TAXPAYER IDENTIFICATION NUMBER	
U.S. ADDRESS (Street)			ADDRESS IN HOME COUNTRY (Street)		
CITY	STATE	ZIP CODE	CITY	COUNTRY	POSTAL CODE
CELL PHONE	INSTITUTION DEPT	JOB TITLE	COUNTRY OF CITIZENSHIP	COUNTRY OF RESIDENCY	
What is your relationship with the NSHE? (check all that apply) <input type="checkbox"/> Employee <input type="checkbox"/> Full-Time Student <input type="checkbox"/> Student Worker <input type="checkbox"/> Grad Assist <input type="checkbox"/> Guest Speaker <input type="checkbox"/> Consultant/Independent Contractor <input type="checkbox"/> Volunteer			PASSPORT NUMBER	VISA NUMBER	

SECTION B DEFINITIONS
<p>Because some of the terms on this form may be confusing, before you begin to complete the questions below, please read the following definitions:</p> <p>CALENDAR YEAR: For U.S. tax purposes, a person is considered to be in the U.S. for a "calendar year" if he or she is present during one or more days between the period of January 1 – December 31. For example, if you are present in the U.S. from December 15-31, you are in the U.S. for one full calendar year, even though you are only present for 17 days.</p> <p>ORIGINAL DATE OF ENTRY TO THE U.S.: You may enter and leave the U.S. many times during the period of your study or research in the U.S. (for vacation, holidays or summer break.) The original date of entry to the U.S. in your current visa status is the first date that you arrived in the U.S. to begin your study, teaching, research, etc., not the last date that you entered the U.S.</p> <p>VISA STATUS: when completing this form, all questions concerning "visa status" refer to the category of visa that you currently hold. Your "visa status" is marked on the visa stamp/sticker in your passport and/or on your Form I-94 (see below). For example, if you are a student, your visa status may be F-1 or J-1.</p> <p>FORM I-20: Form I-20 is sent to all F-1 students by the NSHE or other sponsoring organization; it lists the details of your program of study.</p> <p>FORM DS-2019: Form DS-2019 is given to all J-1 visa holders by the NSHE; it lists the details of your program. There are several categories of J-1 visas; the category of your J-1 visa is stated in section 4 of the Form DS-2019. For example, section 4 of the Form DS-2019 will state whether you are a J-1 student, J-1 professor, J-1 research scholar, etc.</p> <p>FORM I-797: Form I-797 is given to all H-1B visa holders. H1-B is employer specific and can only work for the Petitioner for the period authorized.</p> <p>FORM I-94: Form I-94 is your Arrival/Departure record available online. The date on your DHS stamp in your passport is the date on which your permission to stay in the U.S. expires. If "D/S" is written, use the expiration or completion date found on your Form I-20 or DS-2019 or I-797.</p> <p>VISA NUMBER: The number found in the lower right corner of the visa stamp/sticker in your passport, usually written in red.</p>

SECTION C CURRENT IMMIGRATION STATUS	
<p>My current visa status is: (mark only one box) *</p> <p><input type="checkbox"/> Lawful Permanent Resident/Immigrant (Complete Sections E and F; do not complete Sections C or D)</p> <p><input type="checkbox"/> F-1 Student</p> <p><input type="checkbox"/> J-1 Student</p> <p><input type="checkbox"/> J-1 Professor, Research Scholar, Trainee, Alien Physician, Specialist or Short Term Scholar</p> <p><input type="checkbox"/> H-1B Employee</p> <p><input type="checkbox"/> B-1 Visitor for Business</p> <p><input type="checkbox"/> B-2 Visitor for Tourism</p> <p><input type="checkbox"/> Visa Waiver for Business</p> <p><input type="checkbox"/> Visa Waiver for Tourism</p> <p><input type="checkbox"/> TN Trade NAFTA</p> <p><input type="checkbox"/> Other: _____</p> <p style="color: red; font-size: small;">*Provide copies of passport, visa, I-94 and any other documents with this form</p>	<p>Original Date of entry to U.S. on current visa status:</p> <hr/> <p>When does your permission to stay in the U.S. expire?</p> <hr/> <p>Have you been in the U.S. prior to your current visit to the NSHE?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide details below:</p> <p>From _____ To _____ / Visa _____</p> <p>From _____ To _____ / Visa _____</p> <p>From _____ To _____ / Visa _____</p> <p>From _____ To _____ / Visa _____</p>
<p>Institution sponsoring your visa and NSHE student ID#:</p>	<p>Estimated date of departure from the U.S.:</p>

<p>Have you attended and/or are you attending another U.S. educational institution?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide the following information:</p> <p>Name of Institution(s):</p>	<p>Period(s) of Attendance:</p>
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SECTION D RESIDENT ALIEN/NONRESIDENT ALIEN DETERMINATION

STEP 1	<input type="checkbox"/> I am a STUDENT , or a dependent of a student, on an F or J visa AND I have been in the U.S. as a student or dependent of a student for a total of five or fewer calendar years. <input type="checkbox"/> I am a PROFESSOR, RESEARCH SCHOLAR, TRAINEE, ALIEN PHYSICIAN, SPECIALIST OR SHORT TERM SCHOLAR , or the dependent of such individual on a J visa AND I have been in the U.S. as such for a total of two or fewer of the past six calendar years. <p>If you marked either box you are a NONRESIDENT ALIEN for tax purposes. Go to Section E, do not complete Step 2.</p> <p>If you <u>did not</u> mark either box above, complete STEP 2.</p>																				
STEP 2	<p>Step 2 involves a calculation of the number of days that you have been physically present in the U.S. For purposes of this calculation, <u>DO NOT include in your calculation any days that you are or were present in the U.S. as:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> A student, or dependent of a student, on an F or J visa (during the first five calendar years you are/were present in the U.S.) <input type="checkbox"/> A Professor, Research Scholar, Trainee, Alien Physician, Specialist or Short Term Scholar on a J visa, or the dependent of such individual on a J visa (during the first two calendar years of the past six calendar years you are/were present in the U.S.) <p>Example: if you arrived in the U.S. for the first time on August 15, 1999, as a J-1 Research Scholar and you have been in the U.S. since that date, do not include in your calculation the days that you are or were present in the U.S. for the first two calendar years (1999 and 2000). For this example, you would begin to count the number of days present in the U.S. from January 1, 2001.</p> <p>Example: if you arrived in the U.S. for the first time on September 1, 1997 as an F-1 student and you have been in the U.S. since that date, do not include in your calculation the days that you are or were present in the U.S. for the first five calendar years (1997, 1998, 1999, 2000 and 2001). For this example, you would begin to count the number of days present in the U.S. beginning on January 1, 2002.</p> <p>Note: If you have no days to include in your calculations, enter a "0" (zero) on the line for "Number of Days in the U.S."</p> <table style="width:100%; margin-top: 10px;"> <thead> <tr> <th style="width:30%;"></th> <th style="width:20%; text-align: center;">Year</th> <th style="width:20%; text-align: center;">Number of Days in U.S.</th> <th style="width:30%; text-align: center;">Calculation for Substantial Presence</th> </tr> </thead> <tbody> <tr> <td>Current Year</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>X 1 = _____</td> </tr> <tr> <td>1st Preceding Year</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>X 1/3 = _____</td> </tr> <tr> <td>2nd Preceding Year</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>X 1/6 = _____</td> </tr> <tr> <td colspan="3" style="text-align: right;">TOTAL</td> <td>_____</td> </tr> </tbody> </table> <p style="margin-top: 10px;">If the Total is less than 183; you are a NONRESIDENT ALIEN for tax purposes. If the Total is equal to or greater than 183; you are a RESIDENT ALIEN for tax purposes.</p>		Year	Number of Days in U.S.	Calculation for Substantial Presence	Current Year	_____	_____	X 1 = _____	1 st Preceding Year	_____	_____	X 1/3 = _____	2 nd Preceding Year	_____	_____	X 1/6 = _____	TOTAL			_____
	Year	Number of Days in U.S.	Calculation for Substantial Presence																		
Current Year	_____	_____	X 1 = _____																		
1 st Preceding Year	_____	_____	X 1/3 = _____																		
2 nd Preceding Year	_____	_____	X 1/6 = _____																		
TOTAL			_____																		

SECTION E SUMMARY OF RESIDENCY STATUS FOR U.S. TAX PURPOSES

I certify that I am a lawful **PERMANENT RESIDENT** or **IMMIGRANT ALIEN**. Please return this form to the NSHE official who requested this information.

I certify that I am a **RESIDENT ALIEN** for tax purposes based on the results of the substantial presence test completed in Section D, Step 2. Please return this form to the NSHE official who requested this information.

I certify that I am a **NONRESIDENT ALIEN** for tax purposes based on the results of the substantial presence test completed in Section D, Step 1 and/or Step 2. Failure to complete any required additional forms will result in the automatic withholding of tax at the maximum rates.

SECTION F CERTIFICATION

I hereby certify that the information provided above is true and correct. If I receive an extension of my visa status or if my visa/immigration status changes, I will notify the Nonresident Alien Tax Specialist at (702) 895-0872.

SIGNATURE

DATE

FOR INTERNAL USE ONLY

Residency Status	RS Change Date	Tax Rate	Treaty Exp Date	Dollar Limit	FICA Exp Date	Review Date/App