

Accounting Services – One Washington Square – San José, CA 95192-0041

408-924-2262

**Instructions:** Please print legibly using blue or black ink pen.

The Internal Revenue Service (IRS) requires that San José State University (“the university”) comply with specific federal tax withholding and reporting regulations when making payments to nonresident aliens. For tax purposes, foreign nationals may be classified as either “resident aliens” or “nonresident aliens.” Resident aliens are taxed in the same manner as U.S. citizens. However, different tax rules apply when making payments to nonresident aliens. In order to comply with these rules, the university is required to identify all nonresident aliens who receive payments from the university. Payments affected by these IRS rules include: compensation, wages, honoraria, consulting fees, scholarships, fellowships, stipends, and some reimbursements for travel and other expenses.

In regard to wages, the IRS places restrictions on nonresident aliens’ federal tax withholding filing, limiting the number of allowable exemptions, and prohibits claiming the standard deduction, as stated in IRS Publication 15, Circular E, Employer’s Tax Guide. The IRS requires nonresident alien employees completing withholding allowance forms to:

1. Not claim an exemption from income tax withholding.
2. Request “**SINGLE**” status withholding, regardless of actual marital status.

Withholding rules published by the IRS stipulate that federal tax withholding will be calculated on a combination of “actual” earned income and a standard “artificial” amount corresponding to the payroll schedule of an employer. This amount is published in December of each year in IRS Notice 1036, with amounts effective on or after January 1 of the following year. (Note. Nonresident alien students from India aren’t subject to this procedure)

**For 2021, SJSU employees paid on a monthly payroll schedule will have \$1,045.80 “artificially” added to their federal wage earnings before the withholding calculation is determined. This additional amount, however, will not be included in W-2 earnings or added to other applicable withholding calculations (e.g. state tax, FICA, Medicare, disability insurance or Federal Unemployment Act/FUTA tax liability).**

This is your first notification of nonresident alien tax assessment. Please complete the contact information below. If applicable, copies of your passport/I-94, I-20/IAP66/DS2019/I-797, and work eligibility letter from the International Programs Office, appointment forms, Form I-9, Social Security Card and EAR form will be attached to this information request by the UP representative and forwarded to the Nonresident Alien Tax Specialist. You will receive email correspondence in approximately one week directing you to complete additional web-based information. Once complete, an interview will be scheduled for final assessment of your tax liability.

GENERAL INFORMATION			
Name (last, first, middle):			
Address:			
City, State:			Zip Code:
Phone:		Email:	
Hiring Department:		Supervisor:	
Department Phone:		Have you filed for an adjustment to lawful permanent residence status (Form I-485) with the USCIS(INS)? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Country of Citizenship			SJSU Employee ID Number
Signature			Date