Clear Form

The University of Georgia

UGA TAX INFORMATION FORM FOR INTERNATIONALS

The UGA Tax Information Form for Internationals must be completed before you can receive any form of payment including scholarships.

Please answer all applicable questions. **Please bring this form along with your Passport, Visa, I-94 card and INS Documents (i.e. I-20, DS-2019, I-797) to Susan Caldwell, Payroll Department, 2nd floor of the Business Services Building. Office Hours: Monday-Friday, 8:00-12:00 .** A tax analysis will be performed and you will sign the appropriate tax forms. Please email Susan Caldwell susanc@uga.edu with any questions.

(1) Last or Family Name First Middle	(2) U.S. Social Security #	(3) Date of Birth / / Month Day Year
(4a) U.S. Local Address	(5a) Foreign Residence Address	
(4b) Address Line 2	(5b) Address Line 2	
(4c) City State Zip Code	(5c) Address Line 3	
(4d) UGA Hiring Dept. / Email Address (employee)	(5d) City Province/Region Foreign Country	
(6) Country of Citizenship / (7) Country Issuing Passport	(8) Passport #	(9) Visa # (# in Red on Visa)

(10) Have you transferred from another school; held another immigration status; or been in the U.S. before? If yes, you must complete page 2.

(11) Your Current Immigration Status:

- ☐ U.S. Immigrant/Permanent Resident Alien (if PRA, skip to line 23)
- ☐ H-1B Temporary Worker
- ☐ J-1 Exchange Visitor
- ☐ F-1 Student
- ☐ J-2 Spouse or Child of Exchange Visitor
- ☐ Other _____

(12) If Immigration Status is J-1, what is the Category? Check one:

- ☐ 01 Student
- ☐ 02 Short-Term Scholar
- ☐ 12 Research Scholar
- ☐ 05 Professor
- ☐ Specialist
- ☐ Other _____

(13) What is the Primary Purpose of your Current Stay in the US? Check one:

- ☐ 01 Studying in a degree program
- ☐ 02 Studying in a non-degree program
- ☐ 03 Teaching
- ☐ 04 Lecturing
- ☐ 05 Observing
- ☐ 06 Consulting
- ☐ 07 Conducting Research
- ☐ 09 Demonstrating Special Skills/Professional Development
- ☐ 11 Temporary Employee
- ☐ Other _____

(14) What is the Actual Date you first entered the United States in your present status?	(15) What is the start date of your current immigration form? i.e. I-20, DS-2019 or I-797 (as applicable)	(16) What is the end date on your current immigration form? (i.e. I20, DS2019, or I797)
Month____ /Day____ /Year____	Month____ /Day____ /Year____	Month____ /Day____ /Year____

(17) Activity providing income (example: Teaching Assistant)?	(18) $ Amount you expect to receive from UGA this year:	(19) If student; what type? ☐ Undergraduate ☐ Doctoral ☐ Masters ☐ Other_____	(20) Spouse in USA? ☐ Yes ☐ No # of Dependents_____
_____	_____		

Questions 21 & 22 For Consultants/Self Employed Individuals

(21) Do you, or will you, have an office (fixed base) in the USA?

☐ Yes ☐ No If yes, how many days in THIS tax year did you, or will you, have office (fixed base)? _____ Days

(22) Country of Tax Residence (Faculty/Staff only) (see p.2 for definition)

_____

Did tax residency end? ☐ Yes ☐ No

If yes, when? _____ / _____ / _____ Month Day Year

IMPORTANT: If you wish to claim exemption from U.S. income tax because your contry of legal permanent residence has a tax treaty with the United States, each tax year you must complete IRS Form 8233 (Exemption from withholding for Compensation on Independent Personal Serices of a Non-Resident Alien Individual). Scholarship recipients must complete form W-8BEN.

If your country has a tax treaty with the U.S.; but you elect not to use these benefits please initial here. _____

I hereby certify that all of the above information is true and correct. I understand that if my status changes from that which I have indicated on this form, I must submit a new UGA Tax International Form for Internationals to the International Tax Coordinator (205 Business Services Building).

(23)

_____ Signature _____ Date _____ Local Phone Number

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UGA TAX INFORMATION FORM FOR INTERNATIONALS (page2)

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PLEASE LIST ALL F, J, M, or Q VISA IMMIGRATION ACTIVITY SINCE 1/1/85 AND ALL OTHER VISA IMMIGRATION ACTIVITY FOR THE PAST 3 CALENDAR YEARS.

Date of Entry mth day year	Date of Departure mth day year	Visa/Immigration Status	J-1 Category (if applicable)	Purpose of Stay	Did you Use Any Tax Treaty Benefits?
/ /	/ /				☐ Yes ☐ No
/ /	/ /				☐ Yes ☐ No
/ /	/ /				☐ Yes ☐ No
/ /	/ /				☐ Yes ☐ No
/ /	/ /				☐ Yes ☐ No
/ /	/ /				☐ Yes ☐ No
/ /	/ /				☐ Yes ☐ No
/ /	/ /				☐ Yes ☐ No
/ /	/ /				☐ Yes ☐ No
/ /	/ /				☐ Yes ☐ No

I hereby certify that all of the above information is true and correct. I understand that if my status changes from that which I have indicated on this form I must submit a new UGA Tax Information Form for Internationals to the International Tax Coordinator (205 Business Services Building).

Signature _____ Date _____

HOW TO COMPLETE THE UGA TAX INFORMATION FORM FOR INTERNATIONALS:

1. Name: Print full name.
2. Social Security Number: Enter your U.S. social security number issued by the U.S. Social Security Administration. Do not list numbers not assigned by the United States Social Security, i.e. Canadian social security number. All employees must have a social security number in order to work. If you do not have a social security number, enter your individual Taxpayer Identification (ITIN) issued by the U.S. Internal Revenue Service (IRS).
3. Date of Birth: List your month, day and year of birth.
4. Local Street Address: List your local U.S. address. If unknown, list address of your UGA academic unit.
5. Residence: List your permanent address abroad.
6. Country of Citizenship(s).
7. Country Issuing Passport: List Country which issued your passport.
8. Passport #: List your passport number.
9. Visa #: List your U.S. Visa number (not the control number)
10. Refers to your U.S. immigration activity in the past 10 years. If yes, complete the above form for the time you were present in the U.S. Approximate if you don't know.
11. Immigration Status: Check the type of immigration status you currently hold. If you check U.S. Immigrant/Permanent Resident, holder of a "green" card, you may proceed to line 23.
12. Immigration Status for J-1: Check the appropriate J-1 category.
13. What was your primary purpose for entering the U.S. in your current status? Check only one activity.
14. Actual Entry Date or Change of Status in the United Status in your current immigration status: Must include month, day and year, from your I-94 card.
15. Start Date: Must include month, day and year, from your immigration form.
16. End Date: Must include month, day and year, from your immigration form.
17. Occupation: Describe in general the service you will perform. (see also item 13).
18. List the dollar amount you expect to receive from UGA during this calendar year (include salary, assistantship, honoraria, reimbursement for travel expenses, per diem, scholarship, and/or any paid directly by UGA on your behalf, etc.).
19. Check the appropriate box.
20. Is your spouse in the U.S.?: Check the appropriate box. Give total number of dependents in the U.S.
21. Consultants/Self-employed Individuals: Check the appropriate box. This includes any office at any location specifically identified with you.
22. Consultants/Self-employed Individuals:Tax residence is where you last paid taxes as a resident, and can be different from legal reseidence. Do not include the U.S. unless you have met the substantial presence test.
23. Sign your name as you would a business letter, write today's date and the local phone number where you can be reached during the day.

Before any check can be issued, this form must be completed and returned in person to the:

International Tax Coordinator
424 East Broad Street, 205 Business Services Building
Athens, GA 30602-4215