

Auburn University Alien Tax Information Form

All applicable questions below must be answered. A copy of both sides of your I-94 Form "Arrival and Departure Record" (a small white card inside your passport, a copy of your U.S. VISA from your passport, and an I-20 or IAP-66 must be attached to this form. If you are a U.S. Immigrant/Permanent Resident attach a copy of your green card. This form must be returned before any check can be issued by Payroll or Accounts Payable.

This section is to be completed by Department Representative.

Purpose for submitting this form:	
Employee (mark the appropriate box below)	Independent Contractor/Honorarium (Amount \$ _____)
New to University	Scholarship/Fellowship (Amount \$ _____)
Previously Employed as Student Assistant	Other _____ (Amount \$ _____)
Change in Visa Status	
Tax Treaty Renewal	
Annual Salary \$ _____	Position Title _____
Department Name _____	Department Contact Person _____
Campus Address _____	Telephone Number _____ Ext. _____

The remainder of this form (both sides) is to be completed by Alien.

1. Last or Family Name _____	First _____	Middle _____	Mr. _____	Mrs. _____	Ms. _____	Dr. _____
2. Social Security # or ITIN # _____			3. Date of Birth _____			
			_____ Month Day Year			
4. U.S. Local Street Address _____			5. Foreign Residence Address _____			
Address Line 2 _____			Address Line 2 _____			
Address Line 3 _____			City _____ Postal Code _____			
City _____			Province/Region _____			
State _____ Zip Code _____			Province/Region Postal Code _____			
Telephone Number () _____			Country _____			
6. Country of Citizenship _____			7. Country that issued Passport _____			
8. Passport # and Expiration Date _____			9. Visa # (not the control number) _____			
10. Your Current U.S. Immigration Status: If you mark U.S. Immigrant/Permanent Resident Stop Here. Sign and date page 2.						
U.S. Immigrant/Permanent Resident		F-1 Student		J-2 Spouse or Child of Exchange Visitor		
J-1 Exchange Visitor		H-1 Temporary Employee		Other _____		
11. If Immigration Status is J-1, What is the Category? Check Only One						
01 Student		05 Professor		12 Research Scholar		
02 Short Term Scholar		07 Alien Physician		Other _____		
12. What is the Primary Purpose of your Current Stay in the U.S.? Check Only One						
01 Studying in a Degree Program		05 Observing		09 Demonstrating Special Skills		
02 Studying in a Non-Degree Program		06 Consulting		10 Clinical Activities		
03 Teaching		07 Conducting Research		11 Temporary Employment		
04 Lecturing		08 Training		12 Here with Spouse		
13. What is the Actual Date you first entered the U.S. in your present immigration status?		14. What is the Start Date on your current immigration form (i.e., DS-2019, I-20, or I-797, as applicable)?		15. What is the End Date of your present work authorization?		
_____		_____		_____		
Month Day Year		Month Day Year		Month Day Year		

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16. If Student, What Type? Undergraduate Graduate Post Graduate Medical Student	17. If Married, is Spouse in U.S.? Yes No Number of other dependents here, excluding spouse? _____
18. For Independent Contractors/Self-Employed Individuals: Do you/will you have an office (fixed base) in the U.S.? Yes No If yes, how many days in this tax year did you/will you have office (fixed base)? _____ Days	19. Country of Tax Residence if Different from Foreign Residence Address (See "Questions" Below - # 7) _____ Did tax residency end? Yes No If yes, when? _____ <div style="text-align: right; margin-right: 50px;"> _____ Month Day Year </div>

Prior U.S. Immigration Activity

20. Please list all periods of stay in the U.S. during the last 3 calendar years and all F, J, M, or Q visa periods since Jan. 1, 1988:					
Date of Entry to U.S.	Date of Exit from U.S.	Visa Immigration Status	J-1 Subtype (if J-1 status)	Purpose of Stay	Have You Taken Any Treaty Benefits?
_____	_____	_____	_____	_____	Yes No
_____	_____	_____	_____	_____	Yes No
_____	_____	_____	_____	_____	Yes No
_____	_____	_____	_____	_____	Yes No
_____	_____	_____	_____	_____	Yes No
_____	_____	_____	_____	_____	Yes No
_____	_____	_____	_____	_____	Yes No

Please attach separate sheet, if necessary.

QUESTIONS...

1. Name. Print full name.
2. U.S. Local Street Address. List your local home address. If unknown, list address of your Auburn University Department.
3. Foreign Residence Address. List your permanent address abroad.
4. Visa #. List your U.S. visa number (not the control number). It is usually an eight digit number found below the expiration date.
5. Actual Date of Entry, Start Date, and Projected End Date. Must include month, day, and year for all. Approximate if you are unsure.
6. Consultants/Self-Employed Individuals. Check the appropriate box. This includes any office at any location specifically identified with you.
7. Tax Residency. Tax residence is where you last paid taxes as a resident, and can be different from legal residence. Do not include the U.S. unless you have met the substantial presence test.
8. Please be certain that all questions are answered.
9. Sign this form at the bottom as you would a business letter and write today's date.

PLEASE RETURN THIS FORM TO:
Tammy Moore
Nonresident Alien Tax Specialist
212 Ingram Hall, Auburn University, AL 36849

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 COMPLETE, TRUE, and CORRECT. I understand that if I apply for a change in status from that which I have indicated on this form, I must submit a new Alien Tax Information Form.

Signature _____

Date _____