

REQUEST FOR ALIEN INFORMATION

PAYEE'S NAME, ADDRESS ABROAD, CITIZENSHIP AND IMMIGRATION INFORMATION

Payee's US Social Security Number or Taxpayer Identification Number:		
Full Name of Individual:		
Address In Home Country (Include Street Address, City, Country, Zip Code)		
Country of Citizenship:		
Date Entered USA	VISA Class listed on I-94 form or VISA:	Expiration Date on I-94
Intended length of stay in the USA (if known)?		
What is your primary purpose of being in the USA?		
Were you ever in the USA before? <input type="checkbox"/> Yes * <input type="checkbox"/> No		
* If yes, under what VISA class and how long were you in the USA?		

Your current address in the USA	
Street Address	_____
City, State	_____
Zip Code	_____

Check this box if you would like your tax documents sent to the USA address.	<input type="checkbox"/>
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DETERMINATION OF RESIDENCE STATUS FOR FEDERAL TAX WITHHOLDING PURPOSES

TEST 1 US Residence Status Test	<p>CHECK ANY APPLICABLE BOX</p> <p><input type="checkbox"/> I am a lawful permanent resident of the United States or I hold an Alien Registration Receipt Card Form I-551 (commonly known as a "Green Card")</p> <p>If box was marked, you are a resident alien for tax purposes. Go to the "test results" section and check the "<u>resident alien</u>" box.</p> <p style="text-align: center;">If box is not marked, go to Test 2 and continue completing the tests.</p>																																			
TEST 2 Exemption From Substantial Presence Test	<p>CHECK ANY APPLICABLE BOX</p> <p><input type="checkbox"/> I am a teacher, trainee, or non-student (ie., professor, research scholar or specialist, short-term scholar) on a J-1 or Q-1 VISA and have been in the USA for less than two of the preceding six calendar years.</p> <p><input type="checkbox"/> I am a student on an F-1, J-1, M-1 or Q-1 VISA and have been in the USA for a total of five or fewer years.</p> <p><input type="checkbox"/> I am a foreign government - related individual. (ie., full time employee of an international organization or have diplomatic or consular status.)</p> <p>If box was marked, you are a nonresident alien for tax purposes. Go to the "test results" section and check the "<u>nonresident alien</u>" box.</p> <p style="text-align: center;">If box is not marked, go to Test 3 and continue completing the tests.</p>																																			
TEST 3 The Substantial Presence Test	<p>COMPLETE THE SPACES BELOW, INDICATING THE NUMBER OF DAYS PRESENT IN THE USA DURING THE YEARS LISTED.</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;"></th> <th style="width: 15%;">Enter Year</th> <th style="width: 15%;">Date Entered US</th> <th style="width: 15%;">Date Departed</th> <th style="width: 15%;">No. of Days in USA</th> <th style="width: 10%;"></th> <th style="width: 10%;"></th> </tr> </thead> <tbody> <tr> <td>Current Year</td> <td>_____</td> <td>_____</td> <td>XXXXXXXXXXXXXX</td> <td>_____</td> <td>x 1 =</td> <td>_____</td> </tr> <tr> <td>1st Preceding Year</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>x 1/3 =</td> <td>_____</td> </tr> <tr> <td>2nd Preceding Year</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>x 1/6 =</td> <td>_____</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td style="text-align: right;">Total</td> <td></td> <td>=====</td> </tr> </tbody> </table> <p>If total is greater than or equal to 183 and you are present in the US for a minimum of 31 days in the current year, then go to "test results" and check <u>resident alien</u> box. If total is less than 183 or if you have not been present in the US for 31 days in the current year, you are a nonresident alien for tax purposes. Go to the "test results" section and check the <u>nonresident alien</u> box.</p>		Enter Year	Date Entered US	Date Departed	No. of Days in USA			Current Year	_____	_____	XXXXXXXXXXXXXX	_____	x 1 =	_____	1st Preceding Year	_____	_____	_____	_____	x 1/3 =	_____	2nd Preceding Year	_____	_____	_____	_____	x 1/6 =	_____					Total		=====
	Enter Year	Date Entered US	Date Departed	No. of Days in USA																																
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2nd Preceding Year	_____	_____	_____	_____	x 1/6 =	_____																														
				Total		=====																														
TEST RESULTS Your Residence Status	<p>MARK APPROPRIATE FEDERAL TAX WITHHOLDING STATUS. (YOU MUST CHECK ONE OF THESE BOXES.) FOR TAX PURPOSES, I CERTIFY THAT I AM:</p> <p><input type="checkbox"/> Resident Alien The "USA" is your Country of Residence for tax purposes.</p> <p><input type="checkbox"/> Nonresident Alien List your home country _____ (the country of residence where you have established a tax home base.)</p>																																			

I hereby certify, under penalty of perjury, that the information and tests that I have provided are, to the best of my knowledge and belief, true and correct.

Signature

Print Name Clearly

Date