

# Tax Information Collection Form

NRA Tax Compliance Program - Department of Business Process Management

The Following Original Documents Must Be Provided and copies will be made of:

- **I-94** Form " Arrival and Departure Record", (can be found at <https://i94.cbp.dhs.gov/i94/#/home>)
- **Visa and Passport** (only pages with your picture, visa number and passport number will be copied)
- Form **I-20** or Form **IAP66**
- **This form must be completed before a payroll check or any other University payment can be issued.**

<b>Name</b> ( Last, First, MI)	
<b>Social Security Number (SSN)</b> or ITIN (Individual Taxpayer ID #)	

<b>US Local Address</b> (Line 1):		<b>Foreign Address Residence</b> (Line 1):	
Address (Line 2):		Foreign Address (Line 2):	
<b>City / State / Zip:</b>		Foreign Address <b>City:</b>	<b>Country</b>
<b>Phone</b> (Home) :	<b>Phone</b> (Work) :	<b>Province:</b>	<b>Postal Code:</b>

**A. Current INS classification:** (Check appropriate box)

<input type="checkbox"/> Permanent Resident with Permanent Resident or Resident Alien Card	<input type="checkbox"/> <b>F-1 Student</b>	<input type="checkbox"/> **J-2 Spouse/Dependent of other non-student J-1 visitor
<input type="checkbox"/> Permanent Resident Applicant	<input type="checkbox"/> <b>J-1 Student</b>	<input type="checkbox"/> **J-2 Spouse/Dependent of J-1 Student
<input type="checkbox"/> B-1, B-2, WB, WT (Can Pay HONORARIA only)	<input type="checkbox"/> J-1 Student on "Academic Training"	<input type="checkbox"/> Other J-1 Visitor (Listed on Form IAP-66)
<input type="checkbox"/> ** F-1 "OPT" Student (On Practical Training)	<input type="checkbox"/> H-1B1 Professional	<input type="checkbox"/> **Other INS classification: _____

<b>B. Date of first entry into US:</b>	<b>C. Visa Status held during first entry into US:</b>	<b>D. Current Visa Status:</b> <b>Expiration date:</b>
<b>E. Anticipated date of departure from US:</b>	<b>F. ** Employment Authorization Document is required for this visa ( Some "Other" Visas May Also require an EAD)</b> EAD #: _____ Valid From _____ To _____	

**G. Furnish ALL the requested information to detail the number of days you were physically present in the US during the calendar years listed below.**

"Calendar Year" is the 12 month period beginning January 01 & ending on December 31	Year (example: 2003)	Period(s) when you were physically present in the US during each of these years. (example: 01/01/01-12/31/01 indicates you were present the entire year)	VISA / INS Classification for that year	Did You Taken Any Tax Treaty Benefits That Year?	
				Yes	No
Current Calendar Year				<input type="checkbox"/>	<input type="checkbox"/>
Last Calendar Year				<input type="checkbox"/>	<input type="checkbox"/>
2 years ago				<input type="checkbox"/>	<input type="checkbox"/>
3 years ago				<input type="checkbox"/>	<input type="checkbox"/>
4 years ago				<input type="checkbox"/>	<input type="checkbox"/>
5 years ago				<input type="checkbox"/>	<input type="checkbox"/>
* 6 Years ago				<input type="checkbox"/>	<input type="checkbox"/>

\* Use Back Of This Form If You Were In The U.S. During Years More Than 6 Years Ago.

**Important: Please Review Additional Instructions On The Back Of This Form**

**\* I certify that to the best of my knowledge all of the information provided above is true, correct and complete**

\_\_\_\_\_

\* E-mail Address

\_\_\_\_\_

\* Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date (mm/dd/yy)

If you have been referred to the Nonresident Alien Tax Compliance Office for a tax analysis as part of your hiring process, you will be asked to produce certain documents to verify dates and immigration status for determining your residency status for Federal income tax withholding purposes.

**NOTE:** *You are not asked to produce these documents as an employment requirement.* Certain other documents can be used to verify your eligibility for employment at CSUB.

***However, current Federal laws state that if you are not a United States citizen we must ask to see these documents and perform a tax residency analysis before the University can legally pay you any money for services, scholarships or other awards.*** If CSUB does not comply with these rules the University may be assessed substantial fines and penalties by the Internal Revenue Service.

**ATTACH COPIES TO THIS FORM**

<b><i>If you have this INS Classification...</i></b>	<b><i>Photocopies of these Documents will be made. The University will use these forms to verify your status for income tax-withholding purposes. Payment will not be made if documents are missing.</i></b>
Permanent Resident	Permanent Resident or Resident Alien Card (Green Card)
Permanent Resident Applicant	A valid (unexpired), Employment Authorization Card <b>and</b> Letter from INS stating that your Permanent Residency application has been processed <b>or</b> your Stamped Passport indicating "Processed for I-551".
F-1 Student	I-94 Departure Record card <b>and</b> I-20 Form <b>and</b> Passport <b>and</b> US Visa. "Optional Practical Training" (OPT) students may also be required to have a valid EAD Card indicating "Practical Training".
J-1 Student	I-94 Departure Record card <b>and</b> IAP-66 Form <b>and</b> Passport <b>and</b> US Visa <b>and</b> Letter from J-1 Responsible Officer authorizing employment.
J-1 Professor or Researcher	I-94 Departure Record card <b>and</b> IAP-66 Form <b>and</b> Passport <b>and</b> US Visa and Certificate of Eligibility (J-1 status).
J-2 Spouse	I-94 Departure Record <b>and</b> a Valid (unexpired) Employment Authorization Card <b>and</b> Passport <b>and</b> US Visa.
H-1B Worker	I-94 Departure Record <b>and</b> I-797 <b>and</b> Passport <b>and</b> US Visa.

Please Return Form To: **Lexis Hanssen  
California State University  
Accounting and Reporting Services  
Administration 108  
9001 Stockdale Highway  
Bakersfield, CA 93311-1099  
Telephone: (661) 654-2502**