

Nonresident Alien (NRA) Forms Renewal Workshop: October 23rd, 2012.

Every calendar year, all foreign nationals (excluding Permanent Residents) are required to complete new tax forms with copies of their most current immigration forms to the Payroll Office. This workshop will be a guide to the procedure and the forms.

IMPORTANT POINTS CONCERNING RENEWALS:

1. All of the forms, including the 2013 W-4, for each person should be attached together (*preferably with only ONE (1) staple per packet of forms*).
2. The 2013 W-4 may not be available online in time for the renewal process. The 2012 W-4 form can be used by lining out the 2012 date and writing 2013. All renewal forms for 2013 must be clearly identified as 2013 forms. Forms that are not clearly labeled as 2013 may be considered to be 2012 forms.
3. The 2013 Citizenship Status Form (CSF) is available on the PHR website at <http://www.inform.umd.edu/PHR/PayPers/NRA%20Resources.htm> . **Please do not use any other version of the CSF for the 2013 NRA forms renewal process (all prior year versions should be discarded)**. All three (3) pages of the 2013 CSF MUST BE COMPLETED (unless the person is a Permanent Resident) and the employee's Social Security Number (SSN) should be written on each page.

NOTE: If the employee does not have a SSN, a Student ID can be used to complete the forms. The student ID usually contains two zeros in the middle, for example, 123-00-4567. **An Affidavit of Compliance is a required form for any NRA without a SSN.**

4. The NRA Forms Tip Sheet should be used to determine which forms each visa status is required to submit to Payroll. It's available at the PHR User Resources page.
http://www.uhr.umd.edu/payroll/2013_NRA_Tip_Sheet.pdf
5. NRA forms for 2013 must be submitted for anyone who is not a US Citizen or a Lawful Permanent Resident (PR), unless the PR does not have a CSF on file. PR's are required to complete only Page 1 of the CSF and do not need to participate in the yearly renewal.
REMI NDER: NRAs with Non Paid appointments must also submit a 2013 CSF with copies of the supporting immigration documents.
6. To insure an individual using a tax treaty is exempt from federal taxes in the first pay period in 2013 the deadline for the submission of 2013 **tax treaty** paperwork, is close of business **Friday, November 30th, 2012**. ALL NRA forms received after November 30th will be processed as quickly as possible. If the employee does not have a valid SSN, DO NOT SUBMIT THE 8233 FORM & TAX TREATY REPRESENTATION LETTER with the required forms. (This does not apply to NRA honorariums or Independent Contractors.)
7. The November 30th deadline also applies to NRA Fellowship forms. **Fellowships for 2013 will NOT be processed until UMCP Payroll Services receives the 2013 renewal forms.** Please see the separate guidelines for the NRA fellowship renewal.

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8. If an individual has both a fellowship and an assistantship-please submit only one (1) 2013 CSF with copies of the immigration forms and two (2) original 2013 W-4 forms. A separate 2013 W-4 form must be submitted for the fellowship with Agency Code 360292 (College Park) & marked "**fellow**" in red on the top right hand corner. For the assistantship the W-4 Agency Code is 360222 (College Park). All other required tax forms, such as the W-8BEN form, that apply to each category (per the Tip Sheet) must be submitted. Please submit this as ONE packet.

9. All tax forms must be original and complete. **Incomplete forms and copies of tax forms will be returned to the department or campus.**

NOTE: On the 8233 form the "Withholding Agent Acceptance and Certification" (Part IV) must be completed by someone in the department or the forms will be returned. The Employer Identification Number for the University of Maryland is 52-6002033.

10. **IMPORTANT: Please Do NOT submit to UMCP Payroll Services:**

1. **Instructions for any tax forms**
2. **Copies of the 'Tip Sheet'**
3. **Blank or decorated pages from a passport**
4. **Page 2 of the I-20**
5. **I-9 forms**

These unneeded pages will be returned to you!

FYI: Please request all SSN changes through the PHR Service Center ASAP to prevent difficulties with the State of Maryland 2012 W-2 Forms (issued in January, 2013) and the 1042-S Forms (issued in March, 2013).
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Thank you and if you have any questions, please contact one of the following people in Payroll Services: Joan Hoffman (301-405-7477), Liz Barksdale (301-405-7913), or Jeen Rajesh (301-405-5671).

Happy Renewals !!!