



From: Donna J. Neideigh, Payroll Office Manager
Sent: June 13, 2002
To: Human Resource Reps, Financial Officers
Subject: **Changes in the Collection of Documentation Required for Payroll Payments to International Students and Faculty**

The Payroll Office is pleased to announce changes in the collection of documentation required for payroll payments to international students and faculty. This should be a welcome change since we've alleviated some of the document collection burden that previously was placed on the departments.

The Alien Information Request Form has been revised. You'll find the revised form on GURU and the Payroll Office website at (<http://www.fis.psu.edu/payroll>). Please begin using the revised form as soon as possible.

The following is a list of changes in the documentation requirements:

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|-----------------------------|---|--|
| F-1 and J-1 Students | : | a copy of the I-94 Card only |
| J-1 Visiting Scholars | : | a copy of the I-94 Card only |
| J-2 Visa Holders | : | a copy of the I-94 Card only |
| H-1B | : | a copy of the I-94 that includes the dates the visa is valid |
| Political Asylum or Refugee | : | a copy of the I-94 card and complete a W-9 Form |
| Permanent Residents | : | complete a W-9 Form -- no documentation required |

If a person is eligible for exemption of federal tax due to a treaty, they will still need to complete the 8233 Form and the proper Revenue Procedure Form.

We hope these changes will help to expedite processing for everyone. If you have any questions, please call the Payroll Office at 865-7621.