



From: Donna J. Neideigh, Payroll Office Manager
Sent: August 22, 2002
To: DBS, HRREPS, FINOFF, ACTPAY
Subject: **Alien Information Request Form**

Earlier this year we made many changes to the Alien Information Request Form. Please be sure to use the updated form that is available on GURU and the Payroll Office website at www.fis.psu.edu/payroll.

New students receiving payment through the payroll system will need to complete a W-4 Form, a Salary Deposit Request Form, and the Alien Information Request Form. For F-1 and J-1 visa holders please attach a copy of the I-94 card to the Alien Information Request Form. The student will be able to provide you with this document. If you have a student who is not in this country on a J-1 or F-1 visa, please refer to the memo sent on June 9, 2002. (If you didn't receive this memo, it's posted in the Bulletin section of our website (www.fis.psu.edu/payroll)).

Students from countries that have a tax treaty with the United States should complete Form 8233 and the Revenue Procedure Form 87-8 that matches their home country in order to be eligible for federal tax exemption.

Remember -- visit our website or GURU for forms. Memos are posted in the Bulletin section of our website.