

The Foreign National Information Form must be completed before you can receive any form of payment. All applicable questions below must be answered. A copy of both sides of your I-94 Form "Arrival and Departure Record", (a small white card inside your passport), copy of your U.S. VISA from your passport, and I-20, DS-2019 or I-797, if applicable, must be attached to this form.

**Section A - General Information**

1) Last Name / Surname \_\_\_\_\_ First / Given Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

2) US Taxpayer ID - valid Social Security #: \_\_\_\_\_ OR; Individual Tax Payer ID #: \_\_\_\_\_  
 Initial here if you have neither: \_\_\_\_\_ Initial here if you have applied: \_\_\_\_\_, please indicate type: SSN  OR; ITIN

3) Student / Employee ID # \_\_\_\_\_ 4) Date of Birth (mm/dd/yyyy) \_\_\_\_/\_\_\_\_/\_\_\_\_

5) United States Local Address 6) Foreign Residential Address

Line 1 \_\_\_\_\_ Line 1 \_\_\_\_\_  
 Line 2 \_\_\_\_\_ Line 2 \_\_\_\_\_  
 Line 3 \_\_\_\_\_ Line 3 \_\_\_\_\_  
 City/Town \_\_\_\_\_ City/Town \_\_\_\_\_  
 State \_\_\_\_\_ Zip \_\_\_\_\_ Region/Province \_\_\_\_\_

7) US Home Telephone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Postal Code \_\_\_\_\_

8) Email Address \_\_\_\_\_ Country \_\_\_\_\_

**Section B - Passport and Visa Information - Purpose of Visit**

9) Visa Type - Select One  US Immigrant / Permanent Resident

B-1  WB (*Visa Waiver for Business*)  J-1 Research Scholar  H-1B  J-1 Student  
 B-2  WT (*Visa Waiver for Tourism*)  J-1 Short-Term Scholar  TN  F-1 Student  
 O-1  Canadian Exempt (*No Visa*)  J-1 Physician  Other; please specify \_\_\_\_\_

10) If you have a F, J, H, TN, O, L, P, A or G Visa, please list the sponsoring institution or company named on your immigration documents:  
 \_\_\_\_\_

11) Primary Purpose/Activity of Visit - Select One:

Studying in a US degree program  Consulting  Conducting Research  Lecturing  
 Studying in a US non-degree program  Teaching  Specialized Training  Temporary Employment  
 Graduate Medical Education/Training  Join Spouse  Other; please specify \_\_\_\_\_

12) If US student, list type of student:  Undergraduate  Masters  Doctoral  Other, specify \_\_\_\_\_

13) Passport # \_\_\_\_\_ Issue Date (mm/dd/yyyy) \_\_\_\_/\_\_\_\_/\_\_\_\_ Expiration Date (mm/dd/yyyy) \_\_\_\_/\_\_\_\_/\_\_\_\_

14) Country of Passport / Citizenship \_\_\_\_\_ 15) I-94 Arrival/Departure # \_\_\_\_\_

16) Marital Status  Single  Married 17) a. If Married, a. Is your spouse in the US?  Yes  No  
 b. Is your spouse working in the US?  Yes  No c. List Number of dependent children in the US \_\_\_\_\_

18) Do you have an office regularly available to you in the US?  Yes  No 19) Country of Tax Residence if different from Foreign Residence  
 Address: \_\_\_\_\_  
 If yes, list the number of days in this tax year you did or will have an office: \_\_\_\_\_ Did the tax residency end?  Yes  No  
 If yes, when? (mm/dd/yyyy) \_\_\_\_/\_\_\_\_/\_\_\_\_

## FOREIGN NATIONAL INFORMATION FORM (continued)

### Section C - Visa Type Activity in the Last Six Calendar Years (Substantial Presence Test)

**20)** List the original date of your entry to the United States: (mm/dd/yyyy) \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**21)** List the start and end date of your current purpose or program activity as indicated by your visa type (i.e., I-20, DS-2019, etc.)  
 Start Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ End Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Check if I-94 is marked as   
                   month  day      year                  month  day      year                  "Duration of Stay"

**22)** Visa Type History - enter your visits to the US for the last six calendar years (**B-1/WB** or **B-2/WT** visa holders do NOT need to complete this section). NOTE: **F** and **J** students do not need to document short vacations home during semester breaks.

Date of Entry in this status	Date of Exit in this status	Visa Type	Visa Number	Primary Purpose or Activity	Country of Tax Residence	Have you ever taken any Treaty Benefits?
____/____/____	____/____/____	_____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
____/____/____	____/____/____	_____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
____/____/____	____/____/____	_____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
____/____/____	____/____/____	_____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
____/____/____	____/____/____	_____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
____/____/____	____/____/____	_____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
____/____/____	____/____/____	_____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
____/____/____	____/____/____	_____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
____/____/____	____/____/____	_____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No

### Section D - Tax Treaty Exemption Information / IRS Forms 8233 and W-8BEN

\*\*\*You must have a Social Security Number or Individual Taxpayer Identification Number to apply for tax treaty benefits.\*\*\*

If you are a nonresident alien and believe that you may qualify for a tax treaty exemption, additional forms (IRS Form 8233 or IRS Form W-8BEN) must be submitted after you complete the "Foreign National Information Form".

**Form 8233 - Exemption from Withholding on Compensation for Independent (And Certain Dependent) Personal Services of a Nonresident Alien Individual:** Form 8233 should be completed by nonresident aliens who wish to claim exemption from withholding on compensation based on a tax treaty to which the United States is a party. An updated "Foreign National Information Form" must be submitted for each calendar year to determine eligibility.

**Form W-8BEN - Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding:** Form W-8BEN should be completed by nonresident aliens who wish to claim exemption from withholding on other types of income (i.e., scholarships, fellowships) based on a tax treaty to which the United States is a party. An updated "Foreign National Information Form" must be submitted for each calendar year to determine eligibility.

### Section E - Certification

I certify that all information is true and correct. I understand that if my information changes, I must submit a new Foreign National Information Form to my local human resources office.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Form Instructions

- |   |   |
|---|---|
| <ol style="list-style-type: none"> <li>1) Give full name as listed on your Social Security or ITIN Card</li> <li>2) List the number on your Social Security Card as issued to you by the Social Security Administration. If none, enter your ITIN as issued by the IRS.</li> <li>3) Enter your Employee/Student Identification Number. If none, write "none".</li> <li>4) Enter the date of your birth</li> <li>5) List your current home address in the United States.</li> <li>6) List your non-US home address.</li> <li>7) Give your US home telephone number.</li> <li>8) Write your email address. If none, write "none".</li> <li>9) Select the category of visa you currently hold.</li> <li>10) Write the full name of the company/institute that is sponsoring your US stay.</li> <li>11) Select a purpose or give a reason for your stay in the US.</li> <li>12) Only complete if you are a student at the University of Maine System</li> </ol> | <ol style="list-style-type: none"> <li>13) List your current passport information.</li> <li>14) List the country that issued your passport (not the country where obtained) and country of citizenship.</li> <li>15) List the 10-digit number on your I-94 card (white card in your passport).</li> <li>16) Indicate your marital status.</li> <li>17) If applicable, indicate your spouse's work status and number of dependent children in the US.</li> <li>18) If applicable to you, check correct box and list days at locations specifically identified with you.</li> <li>19) Country where you last paid taxes as a resident. Do not include the US.</li> <li>20) Give the date you first entered the United States.</li> <li>21) List the program dates of your current immigration status.</li> <li>22) Account for your US visits and list the visa and purpose for your stay (The red number stamped on your US visa in your passport).</li> </ol> |
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