

10-15-2007.	TAX FORMS AND	USCIS FORMS	USCIS FORMS	NOTES:
a) PERMANENT RESIDENT (PR) "green card holder"	1) W4 2) CSF 3) W-9	*Copy of Alien Registration Card ("green card")  * <u>or</u> copy of I-551 stamp from passport	* <u>or</u> copy of USCIS approval letter	SPT does not apply. Permanent residents can complete a W-4 with no NRA restrictions. Visa Detail History on Page 2 of the CSF does NOT need to be completed.
b) PERMANENT RESIDENT APPLICANT	1) W4 2) CSF 3) W-9	*Copy of EAC with category (c)(9)	* <u>or</u> Copy of notice of Adjustment of Status from USCIS	SPT applies. Visa Detail History on Page 2 of the CSF <u>does</u> need to be completed.
c) ASYLEE  (NOTE: Pending Asylee status has category (c)(8) on EAC)	1) W4 2) CSF 3) W-9	*Copy of EAC with category (a)(5)  * <u>or</u> Copy of notice of Adjustment of Status from USCIS	* <u>or</u> Copy of stamp from passport  * <u>or</u> Copy of I-94 indicating status	SPT applies. Visa Detail History on Page 2 of the CSF <u>does</u> need to be completed.
d) REFUGEE	1) W4 2) CSF 3) W-9	*Copy of EAC with category (a)(3) or (a)(4)  * <u>or</u> Copy of notice of Adjustment of Status from USCIS	* <u>or</u> Copy of stamp from passport  * <u>or</u> Copy of I-94 indicating status	SPT applies. Visa Detail History on Page 2 of the CSF <u>does</u> need to be completed.
e) TPS (Temporary Protective Status)	1) W4 2) CSF 3) W-9	*Copy of EAC with category (a)(12)  * <u>or</u> Copy of I-94 indicating status	* <u>or</u> Copy of notice of Adjustment of Status from BCIS	SPT applies. Visa Detail History on Page 2 of the CSF <u>does</u> need to be completed.

KEY: NRA = Nonresident alien  
W4= EMPLOYEE WITHHOLDING ALLOWANCE CERTIFICATE  
CSF= Citizenship Status Form  
W-9 = Request for Taxpayer Identification Number and Certification  
EAC = Employment Authorization Card  
USCIS = U.S.CITIZENSHIP & IMMIGRATION SERVICES  
SPT = Substantial Presence Test (page 2 on the CSF)  
I-94 = DEPARTURE CARD  
I-551 STAMP = TEMPORARY EVIDENCE OF PR STATUS

<b>10-13-2006.</b>	<b>USCIS FORMS</b>	<b>TAX FORMS</b>	<b>TAX FORMS &amp; NOTES</b>	<b>NOTES:</b>
<b>F-1 STUDENT</b>	COPY OF I-20 COPY OF VISA** COPY OF I-94	<u>EMPLOYEE</u> : W-4, CSF. IF TAX TREATY: 8233 & REP LETTER ALSO.	<u>FELLOW</u> : W-4, CSF, AND W8-BEN	<b>IF EMPLOYEE &amp; FELLOW: WILL NEED TWO COMPLETE SETS OF TAX PAPERWORK.</b>
		RAFTP needs W-9, W-9 attachment for treaty		
<b>F-1 STUDENT Optional Practical Training</b>	COPY OF I-20 COPY OF VISA** COPY OF I-94 COPY OF A VALID EAC	<u>EMPLOYEE</u> : W-4, CSF. IF TAX TREATY: 8233 & REP LETTER ALSO.		The I-20 pages needed are 1 & 3 for Optional Practical Training/Curricular Practical Training
		RAFTP needs W-9, W-9 attachment for treaty		
<b>J-1 STUDENT</b>	COPY OF DS-2019 COPY OF VISA** COPY OF I-94	<u>EMPLOYEE</u> : W-4, CSF. IF TAX TREATY: 8233 & REP LETTER ALSO.	<u>FELLOW</u> : W-4, CSF, AND W8-BEN	<b>IF EMPLOYEE &amp; FELLOW: WILL NEED TWO COMPLETE SETS OF TAX PAPERWORK.</b>
		RAFTP needs W-9, W-9 attachment for treaty		
<b>NON-STUDENT J-1 (DS-2019, SEC 4)</b>	COPY OF DS-2019 COPY OF VISA** COPY OF I-94	<u>EMPLOYEE</u> : W-4, CSF. IF TAX TREATY: 8233 & REP LETTER ALSO.		☺
		RAFTP needs W-9, W-9 attachment for treaty		
<b>J-2 SPOUSE OR DEPENDENT OF ANY J-1 VISA HOLDERS</b>	COPY OF VISA** COPY OF I-94 COPY OF A VALID EAC	W-4 CSF	NOTE: <u>not</u> eligible for tax treaty benefit	ALWAYS FICA TAXABLE.
		If RAFTP, needs W-9.		
<b>H-1 TEMP WORKER- SPECIAL OCCUPATION</b>	COPY OF I-797 COPY OF VISA** COPY OF I-94	<u>EMPLOYEE</u> : W-4, CSF. IF TAX TREATY: 8233 & REP LETTER, & W-9 ATTACHMENT		ALWAYS FICA TAXABLE.
		If RAFTP, needs W-9.		
<b>TN NAFTA WORK VISA (RESIDENTS OF CANADA &amp; MEXICO)</b>	COPY OF VISA** COPY OF I-94	W-4 CSF NEEDS A W-9		ALWAYS FICA TAXABLE.
				FICA TAXABLE AT UMD ~
<b>A VISAS (STAFF OF FOREIGN EMBASSIES)</b>	COPY OF VISA** COPY OF I-94 COPY OF A VALID EAC	W-4 CSF	NOTE: <u>not</u> eligible for tax treaty benefit	Exempt from counting days of presence in the US – stays a NRA for Tax Purposes.
				FICA TAXABLE AT UMD ~
<b>G-4 DEPENDENT OF G-1 (EMPLOYEE OF INT'L ORGANIZATION)</b>	COPY OF VISA** COPY OF I-94 COPY OF A VALID EAC	W-4 CSF	NOTE: <u>not</u> eligible for tax treaty benefit	Exempt from counting days of presence in the US – stays a NRA for Tax Purposes.
<b>NOTE: TAX FORMS FOR VISA HOLDERS MUST BE COMPLETED EVERY JANUARY.</b>	<b>NOTE: NRAs MUST COMPLETE A W-4 AS "single", 1 for FEDERAL &amp; 1 or 0 FOR STATE. "NRA" should be written next to line 6.</b>	<b>NOTE: NRAS MAY NOT USE LINE 7, BUT MAY USE LINE 8, IF APPLICABLE.</b>	<b>NOTE: RAFTPs CAN COMPLETE W-4s WITH NO NRA RESTRICTIONS, &amp; REQUIRE A W-9.</b>	<b>NOTE: NO SSN, NO TAX TREATY BENEFITS!</b>

\*\* CANADIANS MAY NOT HAVE A VISA, and SHOULD SUBMIT A COPY OF THEIR PASSPORT INSTEAD.

**KEY:** CSF = CITIZENSHIP STATUS FORM  
 USCIS = U.S. CITIZENSHIP and IMMIGRATION SVCS.  
 EAC = EMPLOYMENT AUTHORIZATION CARD  
 I-20 = CERTIFICATE of ELIGIBILITY (F-1 STATUS)  
 DS-2019 = CERTIFICATE of ELIGIBILITY (J-1 STATUS)  
 I-797 = H1-B1 APPROVAL NOTICE  
 I-94 = DEPARTURE CARD

W4 = EMPLOYEE WITHHOLDING ALLOWANCE  
 W8-BEN = CERTIFICATE OF FOREIGN STATUS  
 W-9 = REQUEST for TAXPAYER ID NUMBER  
 W-9 attachment = UMD FORM FOR TAX TREATY USE  
 REP LETTER = REQUIRED ATTACHMENT FOR 8233  
 NRA = NONRESIDENT ALIEN  
 RAFTP = RESIDENT ALIEN FOR TAX PU