

NONRESIDENT NEW EMPLOYEE NOTICE

All individuals who are not U.S. citizens or permanent residents are required to complete an **Alien Information Collection Form** before receiving any payment from Southern Illinois University (the “University”). If you are a new employee, you must schedule an appointment to meet with the International Tax Specialist in order to review the Alien Information Collection Form, discuss your applicable tax withholding status, and complete any additional tax withholding or exemption forms.

You must bring the following documents with you to your meeting with the International Tax Specialist:

1. Alien Information Collection Form;
2. Passport; and
3. Form I-20 if you are a F-1 visa holder or DS-2019 if you are a J-1 visa holder.

Failure of the new employee to meet with the International Tax Specialist in a timely manner will result in tax withholding at the maximum rate; any tax withheld due to failure to complete necessary forms prior to payment cannot be refunded by the University.

Please call (618) 453-5275 to discuss an appointment. The International Tax Office is located at 860 Lincoln Dr. Northwest Annex B Rm. 127 and office hours are 8:00 – 4:00 Monday through Friday.