

New International Employee Worksheet

Welcome to Western! As a new international employee, the following information is needed in order to tax your salary correctly and help us to ensure your work status is current.

If your country has a tax treaty with the U.S. (see reverse side), you may be eligible for a tax exemption. Once this sheet is reviewed by Payroll Services, you will be contacted to complete the exemption request if you are eligible.

Please contact Payroll Services at 360-650-3565 time if you have questions.

Employee Information

Name: _____ Today's Date: _____

WWU ID # _____ Department: _____

Employee classification: Faculty Student Employee Graduate TA/RA Professional Classified

Work Authorization

Visa Type: J-1 F-1 Expiration Date: _____

Which of the following was issued for work permission?

DS-2019 I-20 I-797 Other _____ Expiration Date: _____

(A copy of this documentation is required for payroll purposes.)

Visa Type: TN H1B Expiration Date: _____ (Copy of document required)

Other Information

You are a resident of what country? _____

If you are a resident of Canada,
do you commute daily from Canada to WWU? Yes No

What was the date you first arrived in U.S.? _____

What date(s) have you been outside of the U.S. since
you first arrived until today? _____

What was your visa status when you arrived in U.S.? _____

What is the date employment will end in U.S.? _____

Tax Information:

Social Security Tax (retirement tax): F-1 visas exempt you from this tax for the first 5 tax years in the U.S. and J-1 visas exempt you from this tax for the first 2 years, as a general rule.

Withholding Tax (income tax): All international employees are eligible to pay income tax unless their resident country has a tax treaty with the U.S. This tax will be deducted from your pay and you are required to file tax information each year to the Internal Revenue Service (IRS).

Tax Treaty Table: A list of foreign countries whose residents may be eligible to claim exemption from U.S. Income Tax under Income Tax Treaties by completing the 8233 form.

✓ = May claim for tax exempt under Income Tax Treaties.

No = May not claim for tax exempt.

COUNTRY	J-1 Visa (Faculty)	F-1 Visa (Student Employee)
Belgium	✓	✓
Canada	✓	✓
China, People's Republic Of	✓	✓
Commonwealth of Independent States	✓	✓
Cyprus	No	✓
Czech Republic	✓	✓
Denmark	✓	✓
Egypt	✓	✓
France	✓	✓
Germany	✓	✓
Greece	✓	✓
Hungary	✓	No
Iceland	✓	✓
India	✓	No
Indonesia	✓	✓
Israel	✓	✓
Italy	✓	No
Jamaica	✓	No
Korea, Republic of	✓	✓
Luxembourg	✓	✓
Morocco	No	✓
Netherlands	✓	✓
Norway	✓	✓
Pakistan	✓	✓
Philippines	✓	✓
Poland	✓	✓
Portugal	✓	✓
Romania	✓	✓
Slovak Republic	✓	✓
Spain	No	✓
Thailand	✓	✓
Trinidad and Tobago	✓	✓
Tunisia	No	✓
United Kingdom	✓	No