

Paying Wages to a Foreign National at Your Agency

Name of Foreign National: _____

Date(s) of Employment: _____

When the individual arrives at your agency, complete the following and send to Payroll:

- Foreign national completes DHS Form I-9 and is hired.
- Department creates appointment with Human Resources to have a Tax Assessment complete.
- Foreign national completes IRS Form W-4 using special rules for NRA.
- Foreign national completes Foreign National Data Gathering Form
- Make a copy of identity page in passport (make sure copy is readable).
- Make a copy of visa and/or port of entry stamp in passport (make sure copy is readable).
- If J-1 scholar, make a copy of DS 2019.
- If F-1 student, make a copy of I-20.
- Make a copy of work authorization (Employment Authorization Card, H-1B, TN, etc.).
- For Canadians, make a copy of both driver's license and social insurance card OR a copy of passport identity page.
- If eligible for a tax treaty benefit, foreign national completes Form 8233, "Exemption from Withholding on Compensation for Independent Personal Services of Nonresident Alien Individual" and appropriate treaty article

Pay the foreign national

- Foreign National will pick up check from Payroll Office on payday with normal payroll checks.
- OR**
- Funds should be directly deposited into foreign national's U.S. bank account.