The 2016 NRA Renewal Process consists of submitting a combination of all required tax forms along with attached copies of all the required and most current immigration documents.

1. The 2016 Citizenship Status Form (CSF) is available on the PHR website (and at the HR site under “payroll forms”). **Please do not use any other version of the CSF for the 2016 NRA forms renewal process** (all prior year versions should be discarded). All three (3) pages of the 2016 CSF MUST BE COMPLETED and the employee’s Social Security Number (SSN) should be written on each page (unless the individual is a Permanent Resident).

**NOTE:** If the employee does not have a SSN, a Student ID can be used to complete the forms. The student ID contains two zeros in the middle. For example, 123-00-4567. (PHR also generates a temporary “SSN” similar to 002-00-9999. This number can also be used to complete the required forms).

2. The Affidavit of Compliance is a required document for NRAs **without** valid SSNs and must be submitted with the other required documents.

3. The NRA ‘tip’ Sheet should help with determining the required tax & immigration documents. The ‘tip’ Sheet is available on the PHR website.

4. All 2016 NRA documents submitted to UMCP Payroll Services must be clearly identified as 2016.

   **NOTE:** The 2016 W-4 form may not be available online until January, 2016. It is acceptable to use the 2015 W-4 form. Please cross out 2015 and write 2016 at the top of the W-4 form. Forms that are not clearly marked as 2016 will be considered to be 2015 forms.

5. NRA forms for 2016 must be submitted for anyone who is not a US Citizen (never) or a Lawful Permanent Resident (PR), unless the PR does not have a CSF on file. PR’s are required to complete only Page 1 of the CSF and do not need to participate in the yearly renewal. **REMINDER:** NRAs with Non Paid appointments must also submit a 2016 CSF with copies of the supporting immigration documents.

6. To insure an individual using a tax treaty is exempt from federal taxes in the first pay period in 2016 the deadline for the submission of 2016 **tax treaty** paperwork, is close of business **Friday, November 13th, 2015**. Tax treaty forms received after November 13th, will be processed as quickly as possible. If the employee does not have a valid SSN, DO NOT SUBMIT THE 8233 FORM & TAX TREATY REPRESENTATION LETTER with the required forms. (This does not apply to NRA honorariums or Independent Contractors.)

7. The November 13th, 2015, deadline also applies to NRA Fellowship forms. **Fellowships for 2016 will NOT be processed until UMCP Payroll Services receives the 2016 renewal forms.** Please see the separate guidelines for the NRA fellowship renewal.
8. If an individual has both a fellowship and an assistantship-please submit only one (1) 2016 CSF with copies of the immigration forms. However, an original 2016 W-4 form must be submitted for the fellowship with Agency Code 360292 (College Park) & marked “fellow” in red on the top right hand corner. For the assistantship the W-4 Agency Code is 360222 (College Park). All other required tax forms that apply to each category (per the ‘Tip’ Sheet) must be submitted. Please submit this as ONE packet.

9. **IMPORTANT: Please Do NOT submit to UMCP Payroll Services:**

   1. Instructions for any tax forms
   2. Copies of the ‘tip sheet’
   3. Blank or decorated pages from a passport
   4. I-9 forms

   These unneeded pages may be returned to you.

10. **Direct Deposit (DD) Forms should be submitted separately to UMCP Payroll Services.** Direct Deposit is NOW available for Fellowships! Use Agency Code 360292 on a second DD form.

11. All tax forms must be original and complete. **Incomplete forms and copies of tax forms will be returned to the department or campus.**

   NOTE: On the 8233 form the “Withholding Agent Acceptance and Certification’ (Part IV) must be completed by someone in the department or the forms will be returned. The Employer Identification Number for the University of Maryland is 52-6002033.

   NOTE #2: There must be entries on the CSF, page 2, for the Visa Detail History for 2016 for all individuals completing the 2016 CSF, and for the Substantial Presence Test for 2016 for visa types other than F, J, A and G.

12. **PLEASE TRY TO AVOID MULTIPLE STAPLES.** One staple, or paper clip, per packet is good.

   **FYI:** Request all SSN changes through the PHR Service Center to prevent difficulties with the State of Maryland 2015 W-2 Forms (issued in January, 2016) and the 2015 1042-S Forms (issued in March, 2016). The procedure to request a duplicate or corrected W-2 and/or 1042-S form is available at PHR User Resources.

   Thank you and please contact Joan Hoffman at 301-405-7477 or Jeen Rajesh at 301-405-5671 with any questions.

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