

CITIZENSHIP STATUS FORM – UNIVERSITY OF MARYLAND

The following information is furnished for the purpose of determining my U.S. federal income tax withholding status for payments made to me by the University of Maryland for calendar year **2017**.

- All applicable questions below must be answered or all forms will be returned.
- All copies of the appropriate immigration documents listed on "tip sheets" must be attached or all forms will be returned.
- This form must be completed and returned with all required documents to Payroll Services before any check should be issued.

Have you ever applied for a Social Security Number (SSN) or Individual Taxpayers Identification Number (ITIN)? (ITINs can not be used for employment)

- Yes, my number is: _____ **use student ID (SID) if no**
- Yes, but I have not received the number yet. **A completed Affidavit of Compliance is REQUIRED if you have no SSN.**
- No, but I will apply immediately for a SSN (or ITIN if Fellow only).

Information concerning application by a foreign worker for a SSN is available at <http://www.ssa.gov/pubs/10107.html>

Name (PRINT CLEARLY) _____
LAST NAME/FAMILY NAME FIRST MIDDLE

U.S. Visa Type or Immigration Status _____ **I-9 expiration date (N.A. for fellows)** _____

Country of residence (prior to living in the U.S.) _____ **Citizen of** _____

Department _____ **U.I.D** _____

PLEASE CHECK A VISA/IMMIGRATION STATUS BELOW

Permanent Resident Applicant (PP): Have you applied for Permanent Resident status and have a receipt from the USCIS for adjustment of status to PR or have a current Employment Authorization Card (EAC) with Category (c) (9)?

- YES NO

Are you currently present in the U.S. under Deferred Action (DA)? YES NO

Are you currently present in the U.S. under Asylum Status (AS)? YES NO

Are you currently in the U.S. under Refugee Status (RF)? YES NO

Are you currently in the U.S. under Temporary Protected Status (TP)? YES NO

Other USCIS classification:

Arrival date in U.S.? _____

Visa Detail History

Calendar Year (CY) = January 1 to December 31.

LIST ALL PERIODS OF STAY IN THE U.S. SINCE 01/01/1986 (attach additional paper if needed)

	NUMBER OF DAYS PRESENT IN THE U.S. DURING THE YEAR	PERIODS PHYSICALLY PRESENT IN THE U.S. (example: 01/01/01-12/31/01)	VISA TYPE or other status
CURRENT CY 2017			
PREVIOUS CY 2016			
2 YEARS AGO 2015			
3 YEARS AGO 2014			
4 YEARS AGO 2013			
5 YEARS AGO 2012			

DETERMINATION OF RESIDENCY STATUS FOR TAX WITHHOLDING:

SUBSTANTIAL PRESENCE TEST (SPT)

If "TOTAL" is **less** than 183, you are NRA for tax purposes.
 If "TOTAL" is **more** than or **equal to** 183, **and** you have been in the US 31 days in this CY, you a Resident Alien for Tax Purposes.

CALCULATE THE NUMBER OF DAYS PHYSICALLY PRESENT IN THE U.S. DURING THE YEARS LISTED.

	List calendar year	Number of days physically Present in the U.S.	Computation for the Test
Current year	_____	_____ x	1 = _____
Last year	_____	_____ x	1/3 = _____
2 years ago	_____	_____ x	1/6 = _____
TOTAL		

Certification to be completed by the individual:

I certify that to the best of my knowledge, all of the information I have provided is true, correct, and complete.

I understand that if my status changes from that which I have indicated on this form, I must submit a new Citizenship Status Form to the Payroll Department.

-----/-----/-----

Signature

SSN or SID

UID

Date

THIS SECTION MUST BE COMPLETED BY THE DEPARTMENT REPRESENTATIVE.

PURPOSE FOR SUBMITTING THIS FORM.
 (CHECK ONE):

Department Information:

<input type="checkbox"/> YEARLY RENEWAL	Department:
<input type="checkbox"/> Changing to valid SSN	Contact person (print name):
<input type="checkbox"/> New to the University	Phone number of contact person:
<input type="checkbox"/> Changing Immigration Status	Notes:
<input type="checkbox"/> Other:	

I hereby certify that I have reviewed this CSF, the copies of supporting documents, and the required tax forms for completeness & accuracy.

Signature ↑

Date ↑

“Tip Sheet”
IMMIGRATION & TAX FORMS REQUIRED FOR NON-US CITIZENS

USCIS CLASSIFICATION	TAX FORMS REQUIRED	IMMIGRATION FORMS REQUIRED ⁽²⁾	NOTES
ASYLEE⁽³⁾ OR Pending ASYLEE⁽³⁾; with category status (c)8 on EAD	W-4 Form ⁽¹⁾	Copy of valid Employment Authorization Document (EAD) with category (a)(5); OR	Substantial Presence Test (SPT) on the CSF applies.
	CSF ⁽²⁾	Copy of Notice of Adjustment of Status from U.S. Citizenship & Immigration Services (USCIS); OR	
		Copy of stamp from Passport stating status; OR	VISA Detail History needs to be completed.
		Copy of I-94 Departure Card indicating status	
If a Resident Alien for Tax Purposes (RAFTP), in addition to the above documentation will also need: W-9 Form			

DEFERRED ACTION (DACA)⁽³⁾	W-4 Form ⁽¹⁾ CSF ⁽²⁾ W-9 Form	Copy of valid EAD with category (c) (14)	Substantial Presence Test (SPT) on the CSF applies. VISA Detail History needs to be completed.
---	---	--	---

PERMANENT RESIDENT (PP) Applicant⁽³⁾	W-4 Form ⁽¹⁾	Copy of valid EAD with category (c)(9); OR	SPT on the CSF applies.
	CSF ⁽²⁾	Copy of Notice of Adjustment of Status from USCIS	VISA Detail History needs to be completed.
If RAFTP, in addition to the above documentation will also need: W-9 Form			

REFUGEE⁽³⁾	W-4 Form ⁽¹⁾	Copy of valid EAD with category (a)(3) or (a)(4); OR	SPT on the CSF applies.
		Copy of Notice of Adjustment of Status from USCIS; OR	
	CSF ⁽²⁾	Copy of stamp from Passport stating status; OR	VISA Detail History needs to be completed.
		Copy of I-94 indicating status	
If RAFTP, in addition to the above documentation will also need: W-9 Form			

“Tip Sheet”
IMMIGRATION & TAX FORMS REQUIRED FOR NON-US CITIZENS cont.

USCIS CLASSIFICATION	TAX FORMS REQUIRED	IMMIGRATION FORMS REQUIRED ⁽²⁾	NOTES
TEMPORARY PROTECTIVE STATUS (TPS)⁽³⁾	W-4 Form ⁽¹⁾	Copy of valid EAD with category (a)(12) or (c)(19); OR	SPT on the CSF applies.
	CSF ⁽²⁾	Copy of Notice of Adjustment of Status from USCIS; OR	
		Copy of stamp from Passport stating status; OR	VISA Detail History needs to be completed.
		Copy of I-94 Departure Card	
If RAFTP, in addition to the above documentation will also need: W-9 Form			

ADDITIONAL NOTES:

- ⁽¹⁾ NRAs **must** complete a W-4 Form as "single", one (1) for Federal and "single", one (1) or zero (0) for State.
In Section 3 of the W-4 Form, NRAs can NOT use Line 3 but may use line 4, if applicable.
- ⁽²⁾ Any Employee or Fellow without a valid social security number (SSN) must also complete an Affidavit of Compliance.
- ⁽³⁾ These classifications are not eligible for tax treaty.