

PERMANENT RESIDENT 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 SSN yet.**

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** _____

Current USCIS classification and “GREEN CARD TEST”: Please check one:

Permanent Resident (PR): Are you a lawful U.S. immigrant who has an Alien Registration Card (“Green Card”) or an “I-551” stamp in your Passport or a USCIS letter stating approval of your application? YES* NO

***IF YOU ANSWERED “YES,” you are a Resident Alien for Tax Purposes. You do not need to answer other questions. Please attach copies of requested documents and sign and date this form on the line below.**

Signature of Permanent Resident^ _____ **Date^** _____

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.

THIS SECTION MUST BE COMPLETED BY THE DEPARTMENT REPRESENTATIVE.
 PURPOSE FOR SUBMITTING THIS FORM.
 (CHECK ONE):

<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”

PERMANENT RESIDENT IMMIGRATION & TAX FORMS REQUIRED

USCIS CLASSIFICATION	TAX FORMS REQUIRED	IMMIGRATION FORMS REQUIRED ⁽²⁾	NOTES
PERMANENT RESIDENT (PR)	W-4 Form	Copy of Permanent Resident Card/Resident Alien Card (Green Card); OR	PR can complete W4 with no restrictions.
	CSF - Permanent Resident	Copy of I-551 Stamp from Passport; OR	
	W-9 Form	Copy USCIS Approval Letter	

ADDITIONAL NOTES:

Any Employee or Fellow without a valid social security number (SSN) must also complete an Affidavit of Compliance.