To ensure continuation of the scheduled FELLOWSHIP payment, the 2017 renewal forms must be in Payroll Services no later than Wednesday, November 15, 2016. All 2017 renewal forms received after this deadline will be processed as quickly as possible; however the first 2017 payment may be delayed due to the documents being submitted late.

The NRA “Tip” sheet – a helpful guide to documentation needed by the various VISA types – is available on the University Human Resources (UHR) website https://uhr.umd.edu/phr/ then click on “NRA Resources” on the right-hand side of the screen.

The 2017 NRA Fellowship Request Form is available on the UHR website https://uhr.umd.edu/phr/. This form lists the required fellowship documents.

The 2017 Citizenship Status Form (CSF) is available on the UHR website https://uhr.umd.edu/phr/ and can be found by clicking on “NRA Resources” on the right-hand side of the screen. Please do not use any other year’s version of the CSF for the 2017 NRA Tax Forms renewal process. (All prior year’s versions should be discarded.)

All 2017 NRA Forms should be clearly marked 2017. (Note: the 2017 W-4 Form may not be available until January, 2017; in the meantime use the 2016 W-4 Form. Simply cross out 2016 and write 2017 on the top of the form.) Also, the W-4 Form should indicate (in red) “FELLOW” at the top. The Agency Code is 360292 (UMCP only).

Fellowships for international students who are Resident Aliens for Tax Purposes (RAFTPs) should be processed through the Student Award System (SAS) as though this FELLOW was not an international student. A list of these individuals will be sent to the Department (using the Check Distribution Code on file in Payroll). This will be effective the first pay period in 2017.

DO NOT submit – instructions for any of the tax forms, ‘tip sheet’, blank and/or decorated pages from the passport, page 2 of the I-20, nor the I-9 form. The I-9 Form should stay in the Department. Payroll does not need any of these forms or documents; they will be shredded and not returned to the Department.

All tax forms must be an original and completed fully and correctly. Documents that are not filled out completely and/or correctly will be returned to the Department thus risking the possibility of a late payment.

All forms must have either a permanent SSN, a temporary “SSN”, or a Student ID (SID)/University ID (UID) number.

a. Tax treaty benefits are only available to individuals with a permanent SSN.

The Affidavit of Compliance form is a REQUIRED document for NRAs without a permanent SSN.

NRA FELLOWS who wish to be exempt from federal taxes (and if there is a tax treaty with their country of residence), must have a permanent SSN and must complete Part II of the W-8Ben Form. W-8Ben Forms without Part II completed will not be eligible for the tax treaty exemption from federal taxes even if there is a permanent SSN.

If an NRA individual has BOTH a fellowship and an assistantship, Payroll requires two (2) original W-4 Forms; one for the assistantship (Agency Code 360222) and one for the fellowship (Agency Code 360292).

a. Please write "FELLOW" in red on the top of the fellowship W-4 Form.

b. Only one copy is needed of the other required documents. All paperwork should be combined and sent to Payroll as one complete packet.

Direct Deposit is available for an NRA FELLOW. Use Agency Code 360292 on this form.

Please try to avoid multiple staples.

Request all NRA SSN changes (from temporary to permanent) by emailing payroll@umd.edu; in the email include the individual’s name, UID, temp # and permanent SSN.

Questions?? Call 301-405-7477 or email Gloria Coates at gcoates.umd.edu

Revised 10/2016