UNIVERSITY OF HOUSTON

HOW TO COMPLETE THE FOREIGN NATIONAL TAX INFORMATION FORM

Please attach the forms requested (i.e. visa, passport, etc.).

1. Name: List full name.
2. Social Security Number: Enter U.S. social security number issued by the U.S. Social Security Administration (not your UH ID number). Do not list numbers not assigned by the U.S. Social Security Administration (i.e. Canadian social security number). All employees must have a social security number in order to work. If you don't have a number, enter your ITIN issued by the IRS.
3. Empl ID: UH employees ID number assigned by Peoplesoft software.
4. Local Street Address: List your local U.S. address.
5. Foreign Residence Address: List your non U.S. address.
6. Country of Tax Residence: Enter the country where you pay taxes.
7. Country That Issued Passport: List Country in which you were issued your passport.
8. Passport Number: Enter your passport number.
9. Visa Number: Enter your Visa number. (The RED number, not the control number.)
10. Immigration Status: Check yes or no. If yes, complete line 21 on page 2 (Prior U.S. Immigration Activity) for the time you were present in the United States. Approximate if you do not know exact dates.
11. Immigration Status: Check the type of immigration status that you currently hold. If you check "U.S. Immigrant/Permanent Resident", holder of a "green card", you may proceed to the bottom of page 2. Sign and date the form.
12. Immigration Status for J-1: Check the appropriate J-1 sub-type.
13. Actual Primary Purpose: Check one purpose only.
14. Actual Entry Date into the United States: Must include month, day, and year. Approximate if you do not know.
15. Start Date: Must include month, day, and year. Approximate if you do not know.
16. End Date: Must include month, day, and year. Approximate if you do not know.
17. Student Type: Check one only.
18. Is your spouse in the U.S.? Check the appropriate answer. Give number of other dependents in the U.S.
19. Consultants/Self-employed Individuals: Check the appropriate box. This includes any office at any location specifically identified with you.
20. Country of Tax Residence: Tax residence is where you last paid taxes as a resident and can be different from legal residence. Do not include U.S.
21. Already completed from page 1, #10, if you had prior U.S. immigration activity. List any visa immigration activity in the last three calendar years and all F, J, M or Q visas since 01/01/1985.
22. If you elect not to use your country's tax treaty benefits, initial here.
23. To finish the form, sign, date, provide your email address, and give your local phone number.

Please be certain that all questions are answered.