

FOREIGN NATIONAL TAX PACKET

LAST NAME:	
FIRST NAME:	
MIDDLE NAME:	
STUDENT ID:	
EMAIL:	
SOCIAL SECURITY NUMBER:	

INSTRUCTIONS: PLEASE PROVIDE COPIES OF DOCUMENTS RELATED TO YOUR VISA STATUS, ACCORDING TO THE MATRIX BELOW. SEE INSTRUCTIONS THAT FOLLOW FOR ADDITIONAL INFORMATION.

F-1	OPT	J-1	J-2
<ul style="list-style-type: none"> • Passport • F-1 Visa • I-94 with Travel History* • Latest Form I-20 	<ul style="list-style-type: none"> • Passport • F-1 Visa • I-94 with Travel History* • Latest Form I-20 • EAD 	<ul style="list-style-type: none"> • Passport • J-1 Visa • I-94 with Travel History* • Latest Form I-DS-2019 	<ul style="list-style-type: none"> • Passport • J-2 Visa • I-94 with Travel History* • Latest Form I-DS-2019 • EAD
CPT	H-1B	TN	O-1
<ul style="list-style-type: none"> • Passport • F-1 Visa • I-94 with Travel History* • Latest Form I-20 	<ul style="list-style-type: none"> • Passport • H-1B Visa • I-94 with Travel History* • Latest Form I-797 	<ul style="list-style-type: none"> • Passport • TN Visa • I-94 with Travel History* • Latest Form I-797, if any 	<ul style="list-style-type: none"> • Passport • O-1 Visa • I-94 with Travel History* • Latest Form I-797
L-2 Spouse	E-2 Spouse	TPS	Adjusting Status
<ul style="list-style-type: none"> • Passport • L-2 Visa • I-94 with Travel History* • Latest Form I-797, if any • EAD 	<ul style="list-style-type: none"> • Passport • E-2 Visa • I-94 with Travel History* • Latest Form I-797, if any • EAD 	<ul style="list-style-type: none"> • Passport, if any • EAD 	<ul style="list-style-type: none"> • Passport, if any • I-485 Receipt • EAD

Tax Calculation Process for Student and Temp Foreign Nationals

All foreign national employees must complete the tax exemption process. This process gives the Tax Department the necessary information to determine what taxes, if any, the individual may be exempt from. Failure to follow this process may result in higher taxes!

For the employee, this process is not difficult, but it does require close attention. **Please monitor your UHCL email daily until all steps of this process are complete.** If you have questions or if the instructions are not clear, please contact Elizabeth Giron egiron@uh.edu at the Tax Department.

1. Employee provides their department with the appropriate documents for their visa type, using the matrix above.
2. Department includes Tax forms with part-time employee paperwork when submitting to Human Resources.
3. Human Resources reviews the tax packet for completeness and forwards it to Tax Accounting.
4. Upon receipt of the Foreign National Tax Information form and copies of documentation (tax packet), the Tax Department will create an account and upload basic information to the FNIS secure website. FNIS is a product of Windstar, which is a tax treaty analysis site.
5. The employee will receive an email to their UHCL account that includes access information to FNIS. **It is very important the employee check their email daily for this communication!**
6. The employee will log in to FNIS, verify their data, and supply any missing information.
7. After employee submits this information, a notification will go to the Tax Department.
8. The Tax Department will review the data in FNIS and approve or deny it. If the submission is denied, an email will be sent to the employee with an explanation regarding the corrections to be made. The employee will log on to FNIS, make the corrections and approve the data to be submitted.
9. Once this (re)submitted information is approved, a tax analysis will be completed. If the analysis results in federal income tax exemption treaty benefits, another email with additional steps will be sent to the employee.
10. If federal income tax exemption treaty is available, the applicable tax form (IRS Form 8233 or W9) will be uploaded to the FNIS account. This form must be signed and sent to the Tax Department.
11. If a federal income tax exemption treaty benefit or visa FICA exemption is applicable, the employee's Tax Data and Job Data are updated by the Tax Department.