Print Form Clear Form

CAL STATE LA UNIVERSITY
5151 State University Drive
Los Angeles, California 90032
Tel: 323.343.3560
Fax: 323.343.3650

Non Resident Alien Notification Form

All fields must be completed

Payee Information

Last Name: _____

First Name: _____ **Middle Name:** _____

Email Address: _____

Please provide an email that you access on a daily or frequent basis. Please print clearly.

Check One: ◯ **Faculty/Staff/GA** ◯ **Consultant** ◯ **Student Assistant** ◯

Department: _____

Why we are collecting this information:
Cal State LA can not issue payments to you until information regarding your immigration status is provided. This information will be used to determine your correct withholding allowances for taxation purposes. The Internal Revenue Service (IRS), the U.S. government tax authority, has issued strict regulations regarding the taxation and reporting of payments made to non-United States citizens. As a result, Cal State LA may be required to withhold U.S. income tax and file reports with the IRS in connection with any payments made to you.

What to expect:
Within a few days, you will receive an email message at the email address you provided, notifying you to log on to the Foreign National Information System (FNIS). The email will contain the username and your password required to log on to the system. For your convenience, Cal State LA allows you to provide information and complete the necessary forms via the internet from any web-accessed computer. **YOU MUST LOG ON TO THE FOREIGN NATIONAL INFORMATION SYSTEM AND PROVIDE THE REQUESTED INFORMATION**

Failure to comply:
I understand that if I do not provide the requested information, Cal State LA is unable to honor the withholding exemption and other terms of my tax treaty. The maximum amount of U.S. tax will be withheld from any payments made to me.

Signature: _____ **Date:**_____

If you have questions: Contact Financial Reporting Accountant, Alberto Contreras at (323) 343-3568 or email at acontr134@calstate.edu.

For office use only

Tax Administrator: _____ Date Received_____

Date Email Notification/Password sent: _____