Payroll Forms

Tips for International Students

International students that are working on campus will have to complete ‘payroll forms’ in order to get paid or complete any taxable scholarship. Below will outline these forms and provide ‘tips’ in completing the document. Please note – staff of the Graduate Programs and/or International Students & Scholars Office are not tax advisers and cannot provide tax advice. Questions to your specific tax questions should be directed to a certified tax adviser.

**Personal Data Sheet** – this form is a Clarkson University form that assists payroll and human resources with specific data needed for all ‘employees’ of the University. Following are ‘tips’ in completing the form –

- **Permanent Home Address** – international students must always hold a permanent ‘home’ address from their country of permanent residence. Please enter your address in your country of permanent residence.
- **Local Mailing Address** – international students must provide a local address in Potsdam…please enter your Potsdam address here. You can prefer mail sent to your ‘campus address’.
- **Foreign Address** – complete this only if your last ‘home’ address was different than ‘Permanent Home Address’. Other you can enter ‘same as permanent home address’.

**W-4** – the Internal Revenue Service (IRS) manages this form and it is used to determine how much tax will be withheld from your paycheck. ‘Nonresident’ aliens should pay attention to the following lines when completing form W-4 (IRS.gov Catalog No. 54303E)

- **Line 2** – Social Security Number – this may be left blank while your SSN is processing. However – once your SSN is received please provide to the payroll office (Graham Hall)
- **Line 3** – Check the single box regardless of your actual marital status
- **Line 5** – Generally you should claim ‘1’ withholding. Residents of Canada – Mexico – or – South Korea may be able to claim additional withholdings. See Publication 519 for more information.
- **Line 6** – write ‘nonresidential alien’ or ‘NRA’ on the dotted line – IF – you would like an additional amount withheld and enter the amount on line 6
- **Line 7** – Do not claim you are ‘EXEMPT’ even if you meet the conditions

**Form I-9** – this form verifies your employment eligibility and will be completed for each employer.

- **Section 1** – student completes this section – see tips on back of this page
- **Section 2** – this section is completed by the employer
## Section 1. Employee Information and Attestation

<table>
<thead>
<tr>
<th>Last Name (Family Name)</th>
<th>First Name (Given Name)</th>
<th>Middle Initial</th>
<th>Other Names Used (if any)</th>
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<tr>
<th>Address (Street Number and Name)</th>
<th>Apt. Number</th>
<th>City or Town</th>
<th>State</th>
<th>Zip Code</th>
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<tr>
<th>Date of Birth (mm/dd/yyyy)</th>
<th>U.S. Social Security Number</th>
<th>E-mail Address</th>
<th>Telephone Number</th>
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I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

- A citizen of the United States
- A noncitizen national of the United States *(See instructions)*
- A lawful permanent resident *(Alien Registration Number/USCIS Number)*:
  - Enter D/S

- An alien authorized to work until *(expiration date, if applicable, mm/dd/yyyy)*. Some aliens may write "N/A" in this field.
  *(See instructions)*

For aliens authorized to work, provide your Alien Registration Number/USCIS Number OR Form I-94 Admission Number:

1. Alien Registration Number/USCIS Number: __________________________

   OR

2. Form I-94 Admission Number: __________________________

   If you obtained your admission number from CBP in connection with your arrival in the United States, include the following:

   - Foreign Passport Number:
   - Country of Issuance:

   Some aliens may write "N/A" on the Foreign Passport Number and Country of Issuance fields.

### Signature of Employee:

**Date (mm/dd/yyyy):**

### Preparer and/or Translator Certification

*(To be completed and signed if Section 1 is prepared by a person other than the employee.)*

I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

**Signature of Preparer or Translator:**

**Date (mm/dd/yyyy):**

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STOP Employer Completes Next Page STOP