

# INTERNATIONAL TAX WALK-IN SESSIONS

If you are a newly employed Foreign National on campus, you are invited to stop in anytime during the designated two hours for assistance in completing the forms required to determine how you will be taxed; such as:

- UW1123 Alien Tax Information Request form
- Tax Treaty forms, if applicable
- W-4 Withholding Certificate

If you have been working on campus for awhile and have already completed these forms, this is also the place to come to:

- Update your information (ie; new visa status, new appointment type, etc.)
- Ask questions about how you are being taxed

NOTE: This also includes those who were previously employed by the UW, and are returning to a new appointment after leaving for awhile (not including summer break or winter break).

You will also be able to apply for an Individual Taxpayer Identification Number (ITIN), if you need one. If, instead, you are required to have a Social Security Number, we can provide you with information on how to get the number. However, you will NOT be able to apply for a Social Security Number at these sessions.

PLEASE BRING COPIES of the following documents with you:

- ✓ Passport,
- ✓ Visa,
- ✓ I-94, and
- ✓ I-20, DS-2019 or I-797
- ✓ EAD (Employment Authorization Card), if applicable

You will also need to know your Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN), if you have one. If you have applied for an SSN, but don't have it yet, bring a copy of the letter the Social Security office gave you verifying that you applied.

The 2009 sessions are scheduled at 21 N Park Street in conference room 5136 on the following dates and times. Enter Suite 5101 and find the conference room right off the reception area. No registration is required.

# **INTERNATIONAL TAX WALK-IN SESSIONS 2009 Schedule**

Tuesday December 1	2:00pm – 4:00pm
Wednesday December 16	1:00pm – 3:00pm