

# EMPLOYEE NOTIFICATION SHEET

## New York University

(Revised November 2003)

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*This serves to notify you that you are required to meet with the Nonresident Alien Tax Specialist of New York University (NYU) within **10 days** of beginning your employment with NYU. You receive this notice if i) you are a new employee and ii) you are not a United States citizen or permanent resident alien.*

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The United States (U.S.) tax withholding and reporting rules governing nonresident aliens are different from those governing U.S. citizens or resident aliens. In order to identify the appropriate tax withholding applicable to payments made to you, the University is required by law to collect all necessary information from you. All individuals who are not U.S. citizens or permanent residents are therefore **REQUIRED** to read the "Tax Guidelines on Payments to Employees who are Nonresident Aliens," and to complete all forms indicated in the Guideline as required, before receiving any payment from the University.

If you are a new employee, you must meet with the Nonresident Alien Tax Specialist of the University within 10 days of beginning your employment. At this meeting, the Nonresident Alien Tax Specialist will review your **completed forms**, discuss your applicable tax withholding status, and assist in the completion of any additional income tax withholding exemption/exemption forms. It is your responsibility to read all instructions and to complete as much of the required forms as possible **before** meeting with the Nonresident Alien Tax Specialist.

Failure to meet with the Nonresident Alien Tax Specialist within the prescribed time will result in the withholding of U.S. federal income tax from payments made to you at the maximum rate. The University **cannot** refund any tax withheld due to your failure to meet with the Nonresident Alien tax Specialist and to file all required forms prior to payment.

Bring the following documents with you to the meeting with the Nonresident Alien Tax Specialist:

1. Alien Information Collection Form (Original)
2. Passport (which includes the visa stamp and Form I-94)
3. Form IAP-66 (pink form) if you are a J-1 visaholder  
Form I-20 (white form) if you are an F-1 visaholder  
**Or**, other visa documentation
4. Other forms included with this Notification (if applicable)

Please call the Nonresident Alien Tax Specialist at 212-998-2982 to schedule an appointment, or if you have any questions.

**Note:** You are required to sign below to confirm that you received this notification and have been informed of the tax-related details contained on this form. Two copies of this form, with your signature, are required. One copy must be provided to the HR Representative, the other you must take with you to your meeting with the Nonresident Tax Specialist.

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**New Employee Name (Print)**

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**New Employee Signature**

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**Date**

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**Nonresident Alien Tax Specialist Signature**

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**Date**