

The Foreign National Information Form must be completed **before you can receive any form of payment**. All applicable questions below must be answered. A copy of both sides of your I-94 Form "Arrival and Departure Record", a copy of your U.S. Visa from your passport and I-20, DS-2019 or I-797, if applicable, must be attached to this form. If you need assistance, please contact Payroll at 239-489-9342.

Foreign National Information Form and Substantial Presence Test						
Last Name/Family Name:			First Name/Given Name:			
U.S. Social Security Number (SSN):			OR; Individual Tax Payer ID (ITIN):			
If you do not have either number, have you applied?			If so, please indicate type: <input type="checkbox"/> SSN <input type="checkbox"/> ITIN			
Immigration Status (Visa Class): <input type="checkbox"/> F-1 <input type="checkbox"/> F-2 <input type="checkbox"/> J-1 <input type="checkbox"/> J-2 <input type="checkbox"/> H-1B <input type="checkbox"/> Other _____						
First date of entry in your current status:						
I-20, DS-2019 or I-94 end date:			Country of Citizenship:			
United States Residential Address			Foreign Residential Address			
Line 1 _____			Line 1 _____			
Line 2 _____			Line 2 _____			
City/Town _____			City/Town _____			
State _____ Zip _____			Region/Province _____			
US Telephone _____			Postal Code _____			
Email Address _____			Country _____			
Please list any visits to the United States prior to your current status. If no visits, please check here:						<input type="checkbox"/>
Year of Entry	Year of Exit	Visa Class	Primary Purpose of Visit			
Please check the appropriate box (check only one box):						
<input type="checkbox"/> I am a U.S. Permanent Resident.						
<input type="checkbox"/> I am a non-student in J or Q status and I've been in the U.S. in this status for less than two of the past seven years.						
<input type="checkbox"/> I am a student in F, J, M, or Q status and I've been in the U.S. in this status for less than five years.						
<input type="checkbox"/> None of the above apply. If you check this box, please complete the Substantial Presence Test below.						
Substantial Presence Test - Complete this section only if you checked the last box above ("None of the above apply")						
Year	Visa Class	Date of Entry to US	Date of Departure	Total Number of Days in US		
					X 1.00 =	
					X .333 =	
					X .167 =	
					TOTAL	
Tax Treaty Exemption Information/IRS Form 8233						
You must have a Social Security Number or Individual Taxpayer Identification Number to apply for tax treaty benefits.						
If you are a non-resident alien and believe you may qualify for a tax treaty exemption, you must complete IRS Form 8233. This form was provided to you with the Foreign National Information Form. Form 8233 should be completed by non-resident aliens who wish to claim exemption from withholding compensation based on a tax treaty which the United States is party. An updated "Foreign National Information Form" must be submitted each calendar year to determine eligibility.						
<input type="checkbox"/> I have completed and attached IRS Form 8233 necessary to claim a tax treaty exemption.						
If your country has a tax treaty with the U.S., but you elect NOT to use these benefits, please initial here: _____						
Certification						
I hereby certify, under the penalties of perjury, that the information provided on this form is true and correct to the best of my knowledge. In addition, I agree to notify Payroll immediately if any of the information I provided on this form changes. If I fail to do so, I understand that Payroll will begin withholding taxes in accordance with the IRS procedures.						
Signature: _____				Date: _____		
Please return form(s) and supporting documentation to the Payroll Department at FSW, Payroll N-101 8099 College Parkway, Fort Myers, FL 33919 (239) 489-9342 phone (239) 489-9042 fax						