



# UNIVERSITY OF South Carolina

## Payroll Foreign National Tax Information Form

The information in this form is used to determine your U.S. residency status and to determine if you are exempted from federal and state income taxes. For questions on the form please contact Payroll@mailbox.sc.edu. Please complete this form electronically and either attach or upload it as needed, or return it to the address provided below.

**International Payroll Office**  
1600 Hampton Street, 7th Floor  
Columbia SC 29208

(1) Last/Family Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_  
(2) UofSC ID# if applicable (Begins with a letter) \_\_\_\_\_  
(3) Email Address \_\_\_\_\_  
(4) Date of Birth (mm-dd-yyyy) \_\_\_\_/\_\_\_\_/\_\_\_\_

|  |  |
|--|--|
| (5) <b>U.S. Local Address</b> (do not use campus department address) | (6) Foreign <b>Permanent Residence Address</b> |
| Line1 _____  | Line1 _____                                    |
| Apartment Number _____   | Line2 _____                                    |
| City _____   | City Postal Code _____ City _____              |
| State _____  | Province/Region _____                          |
| Zip Code _____   | Region Postal Code _____                       |
|  | Country _____                                  |

(7) Country of Citizenship \_\_\_\_\_  
(8) Tax residency, if different from above (generally the country of residence at least 365 days before visit to the USA) \_\_\_\_\_  
(9) Did tax residency end? \_\_\_\_\_  
(10) If tax residency ended, when? (mm-dd-yyyy) \_\_\_\_/\_\_\_\_/\_\_\_\_

(11) **Current Immigration Status**

|   |  |
|---|--|
| <input type="checkbox"/> Permanent Resident (attach copy of green card) | <input type="checkbox"/> <b>F-1</b> Student      |
| <input type="checkbox"/> Applicant for LPR                              | <input type="checkbox"/> <b>F-1</b> OPT          |
| <input type="checkbox"/> <b>J-1</b> Exchange Visitor Scholar            | <input type="checkbox"/> <b>B-1/B-2</b>          |
| <input type="checkbox"/> <b>J-2</b> Exchange Visitor Dependent          | <input type="checkbox"/> <b>VW</b> (Visa Waiver) |
| <input type="checkbox"/> <b>H-1</b> Temporary Employee                  | <input type="checkbox"/> Other _____             |

(12) If immigration status is J-1, what is the Subtype?  
 Student     Professor     Short -term Scholar     Research Scholar     Other \_\_\_\_\_

**If immigration status is J-2, attach J-1 Sponsor Form DS-2019**

(13) **Actual Primary Activity** (please select one)

|   |   |
|---|---|
| <input type="checkbox"/> Studying-Degree Program              | <input type="checkbox"/> Clinical Activities      |
| <input type="checkbox"/> Studying Non-Degree Program          | <input type="checkbox"/> Temporary Employment     |
| <input type="checkbox"/> Teaching                             | <input type="checkbox"/> Performing as an Artist  |
| <input type="checkbox"/> Lecturing                            | <input type="checkbox"/> Performing an as Athlete |
| <input type="checkbox"/> Observing                            | <input type="checkbox"/> Tourist Activities       |
| <input type="checkbox"/> Consulting                           | <input type="checkbox"/> Business Activities      |
| <input type="checkbox"/> Conducting Research                  | <input type="checkbox"/> Other _____              |
| <input type="checkbox"/> Acquiring Training / Attend Workshop |   |
| <input type="checkbox"/> Demonstrating Special Skills         |   |





**Foreign National Form Guide**

**Please include copies of these documents with the form as appropriate**

| <b>Visa Status</b> | <b>Documents Needed</b>   |
|--------------------|---|
| <b>F-1</b>         | Passport identification page<br>All U.S. Visa(s)<br>All U.S. Entry Stamps<br>I-94 card or electronic entry document<br>All I-20 (front and back)<br>EAD for OPT                             |
| <b>J-1</b>         | Passport identification page<br>All U.S. Visa(s)<br>All U.S. Entry Stamps<br>I-94 card or electronic entry document<br>DS-2019 (must include current and all prior DS-2019)<br>Offer letter |
| <b>J-2</b>         | Passport identification page<br>All U.S. Visa(s)<br>All U.S. Entry Stamps<br>I-94 card or electronic entry document<br>DS-2019 for J-1 sponsor<br>DS-2019 for dependent<br>Offer letter     |
| <b>H-1B</b>        | Passport identification page<br>All U.S. Visa(s)<br>All U.S. Entry Stamps<br>I-94 card or electronic entry document<br>All I-797<br>Offer letter  |
| <b>TN</b>          | Passport identification page<br>All U.S. entry stamps<br>I-94 card or electronic entry document<br>Offer letter   |