



University of Pittsburgh

Financial Operations
Payroll Department

207P Craig Hall
Pittsburgh, Pennsylvania 15260
412-624-8070
Fax: 412-624-8072

TO: Our International Employees

Welcome to the University of Pittsburgh! We hope your experience with the University is a rewarding one.

In payroll, our goal is to provide you with an accurate and timely pay, including all applicable taxes. The Internal Revenue Service has specific regulations regarding tax withholding from compensation paid to international employees. To comply with these laws, all University of Pittsburgh employees who are not citizens or lawful permanent residents of the United States are required to complete a Foreign National Information Form and provide supporting documentation. A list of required documents is attached below.

The Foreign National Information Form and instructions can be found online at www.bc.pitt.edu/payroll/forms.html. The form must be printed out, completed and signed. Failure to submit this form, or provide the required documentation, will result in the withholding of taxes at the highest US tax rates.

The University of Pittsburgh's payroll department is committed to providing excellent customer service. If you have any questions, please do not hesitate to contact us at 412-624-8070, or through our website at www.bc.pitt.edu/payroll/inquiries.html.

Thank you.

The Payroll Department

Attachment



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Required Documentation for Nonimmigrant Staff, Faculty, and Student Employees

In addition to providing the required documents listed below, all nonimmigrants must contact the University of Pittsburgh's Office of International Services (OIS). This can be accomplished through phone, fax, and/or e-mail if the individual is not in the local area. Upon arrival in Pittsburgh, all nonimmigrants must check in with OIS. The location and contact information can be found at www.ois.pitt.edu.

Forms Required For Employment Authorization:

_____ I9 – See Form I9 for a list of required documents*

Forms Required for Proper Taxation:

_____ Social Security Card or Social Security department authorized receipt of application showing the assigned number. (If the above documentation is not available, contact payroll for a number authorization document)

_____ Completed FNIF Form

_____ Passport (Exception = Canada & Mexico)

_____ I-94 Arrival/Departure Record (*Issued by the INS inspector at the airport or US port of entry that gives the immigration status and period of time that the individual can stay in the US.*)

The following additional forms are required based on VISA type:

_____ F1 Visa - Form I20 (Certificate of Eligibility) or Employment authorization card (For OPT)

_____ J1 Visa - Form DS-2019 (Certificate of Eligibility)

_____ J2 Visa - Employment authorization card

_____ H1B and O Visa – I-797A (notice of action)

****We are required by law to tax nonimmigrants at the highest US tax rates if the required documentation is not provided upon hire.****