

PURPOSE

This form is used to determine a foreign national's residency and primary purpose for being in the U.S. in order to ensure the proper tax withholding.

SOCIAL SECURITY NUMBER

All employees must have a valid Social Security number. If you do not have a Social Security number, you must apply for one AS SOON AS POSSIBLE. To apply you must go to a Social Security Administration Office. If you have any questions regarding how or where to apply, please call Payroll 543-9186 or the Social Security Administration Office (North Seattle Office, 553-7279).

* **PRIVACY ACT STATEMENT:** Your Social Security Number is required on this form to ensure compliance with Internal Revenue Code tax reporting requirements.

SUPPORTING DOCUMENTATION

Attach copies of all documents which support the information you have provided on the form. Photocopies of the following forms are acceptable:

- * Passports showing original entry date under current status, with the front and back of the corresponding I-94 Departure Record card
- * Immigration and Naturalization Service documents such as the IAP-66 or I-20
- * Alien Registration Receipt (Green Card)
- * Employment Authorization Card

INCOME TAX WITHHOLDING**IMPORTANT:**

If you wish to claim an exemption for withholding of U.S. income taxes because your country of residence has a tax treaty with the U.S., you must complete IRS Form 8233. This form is available from Payroll and must be submitted each calendar year you wish to claim the exemption. The exemption from withholding does not become effective until 10 days after the Form 8233 is filed.