

**Visitor Information Sheet for Income and Travel Expense Reimbursal
Determination of Residence Status for Federal Tax Withholding Purposes**

Please provide all information requested This information will be used to prepare any forms needed prior to your visit to PRATT INSTITUTE.

PERSONAL DATA

Important Note - To receive payment or reimbursement for expenses you must have a U.S. Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN).

Last or Family Name	First or Given Name	Middle Initial	Country of Residence	U.S. SSN or ITIN
Street Address		Telephone Number		Fax Number
City	State/Province	Zip or Postal Code	Country of Citizenship	

SECTION A

DETERMINATION OF RESIDENCY STATUS FOR TAX PURPOSES

- I AM A UNITED STATES CITIZEN I hereby certify that I am a citizen of the United States of America
- I AM A PERMANENT RESIDENT I hereby certify that I have been given privilege, according to U.S. Immigration Laws, of residing permanently in the United States as an immigrant, and that this status has not expired, has not been revoked, and has not been administratively or judicially determined to have been abandoned.

If you are a US citizen or permanent resident, stop here and sign the certification at the end of this document. If you are not a US citizen or permanent resident, please complete section B and sign the certification at the end of this document.

SECTION B

RESIDENCY STATUS

An alien will not be considered a United States Resident for Tax Purposes unless the individual:

- A. Is a lawful permanent resident of the United States at any time during the calendar year or
 B. Is able to meet the Substantial Presence Test as specified by the Internal Revenue Service regulations. (See below.)

SUBSTANTIAL PRESENCE TEST

Complete the spaces below indicating the number of days present in the U.S.A. during the years listed.

	Enter year	Entered US	Date Departed	No. of Days in US		
Current year	_____	_____	_____	_____	x 1 =	_____
1 st Preceding Year	_____	_____	_____	_____	x 1/3 =	_____
2 nd Preceding Year	_____	_____	_____	_____	x 1/6 =	_____
						Total _____

If total is greater than or equal to 183 and you are present in the U.S. at a minimum of 31 days in the current year, then you are considered a resident alien for tax purposes. If total is less than 183 or if you have not been present in the U.S. for 31 days in the current year, you are a non-resident alien for tax purposes.

- I AM A RESIDENT FOR TAX PURPOSES I hereby certify that I am a resident of the United States of America, for tax purposes, because I have met the Substantial Presence Test for residency. Complete the substantial presence test below. F and J visa holders are not eligible for this test if first time in the U.S. **SUBMIT COPIES OF YOUR I-94 TO YOUR HOST UPON ARRIVAL AT PRATT INSTITUTE.**
- I AM A NON-RESIDENT FOR TAX PURPOSES - I DO NOT meet the requirements for residency in the United States of America. (SUBMIT COPIES OF YOUR VISA AND YOUR I-94 TO YOUR HOST AT PRATT INSTITUTE UPON YOUR ARRIVAL.)

TAX TREATY EXEMPTION

If you wish to claim tax exemption based on tax treaty, complete the following information.

- Date entered the U.S.A. _____
- What is the period of authorized stay, duration of status, or length of stay? _____
- How many days total will you be in the United States this calendar year? _____ DAYS
- Have you ever claimed tax treaty benefit to exempt yourself from U.S. Federal Income Tax in this calendar year? YES or NO
- Please indicate the tax treaty and article you are legally entitled to use: _____
- Please state the purpose of your visit: _____
- Were you ever in the U.S.A. before? YES or NO

If yes, under what VISA class and how long were you in the U.S.A.? _____

IMPORTANT: In order to claim exemption from U.S. Federal Income Tax, you must submit a completed IRS form 8233 (Exemption from Withholding for Compensation of a Non Resident Individual) available at Pratt when you arrive on campus.

VISA TYPE

To determine your employability please indicate the immigration designation with which you intend to enter or have entered the United States.

- B, WB or WT Entering the U.S. on this type visa allows Pratt Institute to make payments to you only if the assignment does not exceed 9 days and if you have not received payment/expenses from 5 institutions or organizations in the last 6 months.
- F-1 J-1 Exchange Visitor Other - Please specify: _____

CERTIFICATION STATEMENT

I hereby certify, under penalty of perjury that all of the above information is true and correct.

Visitor's Signature: _____ Date _____