

Visitor Information Sheet for Income and Travel Expense Reimbursement

Determination of Residence Status for Federal Tax Withholding Purposes

Please provide all information requested.
This information will be used to prepare any forms 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
<input type="text"/>		<input type="text"/>	<input type="text"/>
Country of Residence		U.S. SSN or ITIN	
<input type="text"/>		<input type="text"/>	
Street Address		Telephone Number	Fax Number
<input type="text"/>		<input type="text"/>	<input type="text"/>
City	State/Province	ZIP or Postal Code	Country of Citizenship
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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Laws, of residing permanently in the United States as an immigrant, and that this status has not expired, has not been revoked, and has not been administratively or judicially determined to have been abandoned.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 U.S. citizen or permanent resident, stop here and sign the certification at the end of this document. If you are not a U.S. 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 indicating the number of days present in the U.S. during the years listed.

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.

	Enter Year	Entered U.S.	Date Departed	No. of Days in U.S.
Current year				x 1 =
1st preceding year				x ___ =
2nd preceding year				x 1/2 =
				Total =

- 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 above. 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.

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.

Date entered the U.S.	Period of authorized stay, duration of status, or length of stay
<input type="text"/>	<input type="text"/>
How many days total will you be in the U.S. this calendar year? <input type="text"/>	
Have you ever claimed tax treaty benefit to exempt yourself from U.S. Federal Income Tax in this calendar year? <input type="radio"/> Yes <input type="radio"/> No	
Indicate the tax treaty and article you are legally entitled to use: <input type="text"/>	
Please state the purpose of your visit: <input type="text"/>	
Were you ever in the U.S. before? <input type="radio"/> Yes <input type="radio"/> No	
If yes, under what visa class and how long were you in the U.S.? <input type="text"/>	

Visa type

To determine your employability, indicate the immigration designation with which you intend to enter or have entered the U.S.

- B, WB or WT** Entering the U.S. on this type of 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

Pratt