



Amy Sands  
General Accounting  
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Dear International Employee,

As a nonresident alien employee, you may qualify for an exemption from U.S. employment taxes if a tax treaty exists between your home country and the United States.

**Steps to Determine Eligibility:**

1. **Check Your Email:** Look for a message from Sprintax ([noreply@sprintax.com](mailto:noreply@sprintax.com)) containing a registration link.
2. **Set Up Your Account:** Use the link to create an account. Sprintax will guide you through a series of questions to determine if a tax treaty applies to you.

**If You Qualify for Tax Exemption:**

- You can choose to:
  - **Electronically sign your documents in Sprintax** and upload any required supporting documentation (Copy of your Visa, Passport, and Social Security Card), OR
  - **Schedule an appointment** with the tax accountant for assistance in printing and signing the necessary forms.

**Note:** When meeting with the tax accountant, you must bring:

- A copy of your **Visa**
- Your **Passport**
- Your **Social Security Card**

**Annual Renewal Requirement:**

Every calendar year, you must renew this process by completing new paperwork. After January 1 of each year, contact General Accounting to complete a new Form 8233.

For questions or assistance, please reach out to the General Accounting staff or Amy Sands using the contact information provided.

Thank you!

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