



Dear International Employee,

Welcome to the University of Northern Colorado. Your status as a non-resident alien employee may create an opportunity for you to be exempt from having taxes withheld from your paycheck if there is a tax treaty between your home country and the United States.

To determine whether there is an applicable tax treaty that will exempt you from paying US employment taxes, please contact Jeff Martin in the UNC General Accounting Office here at jeff.martin@unco.edu.

Please be prepared with the following information:

- Whether you are a student employee, faculty member, etc.
- What country you are from?
- How long you have been in the United States or plan to be here?
- If you have a Social Security Number or Tax Payer Identification Number. *Without an SSN or TIN, you are not eligible to apply for a tax treaty benefit.*
- Whether you are currently working at a location outside of UNC and are already taking advantage of this exemption.

If it is determined that you are eligible for exemption from United States employment taxes, an appointment will be made with Jeff Martin to assist you in completing the required paperwork. At this meeting you will complete Form 8233-Exemption from Withholding on Compensation for Independent (and Certain Dependent) Personal Services of a Nonresident Alien Individual as well as a letter, if required, that will be submitted to the Internal Revenue Service of the United States. You will also fill out a W-4 form to be filed with the University payroll office. You will need to bring a copy of your I-94, VISA, Passport, and Social Security Card.

Every calendar year that you are employed at the University, you will need to complete the paperwork again. Please contact Jeff Martin to assist you in completing a new Form 8233 after Jan 1st of each subsequent calendar year you are employed by the University.

Thank you,

Jeff Martin
General Accounting Office
University of Northern Colorado