

HARVARD UNIVERSITY

FOREIGN NATIONAL INFORMATION FORM (FNIF)

Department/ Preparer use only

Department contact _____ Phone# _____

Pay Group (People Soft) _____ A/P Payment/ Reimbursement (Oracle) _____

FOR ASSISTANCE CONTACT

University Financial Services (UFS)
1033 Mass Ave, 2nd floor tel: (617) 495-8500
Cambridge, MA 02138 fax: (617) 495-3600
nratex_ufs@harvard.edu

For Vendor Setup:
vendorsetup_ufs@harvard.edu

- Check One:**
- ☐ **Initial Submission** - Required prior to first payment.
 - ☐ **Update** - Required only if any information in Section B, C or D changes during individual's stay in U.S.

SPECIAL NOTE FOR VISITORS ON J-VISAS:

Visitors on J visas not sponsored by Harvard University **MUST** obtain written permission from the International Office of their sponsoring institution PRIOR TO receiving honoraria or service payments (including employee compensation) from Harvard.

SPECIAL NOTE FOR VISITORS ON TN, H-1B or O VISAS:

Visitors on TN, H-1B or O visas not sponsored by Harvard University may **NOT** receive honoraria or service payments (including employee compensation) from Harvard.

***** A copy of your I-94 Departure Record (a small white card inside your passport), a copy of your U.S. Visa from your passport, and a copy of your I-20, DS2019 or I-797 (immigration documents), if applicable, must be attached to this form. *****

Section A – General Information

1. Last Name/Surname _____ Middle Initial _____ First Name/Given Name _____
2. U.S. Social Security Number or U.S. Individual Taxpayer Identification Number _____
3. Harvard I.D. Number _____
4. United States Address
Line 1 _____
Line 2 _____
Line 3 _____
City/Town _____
State _____
Zip/Postal Code _____
5. Foreign Address
Line 1 _____
Line 2 _____
Line 3 _____
City/Town _____
Region/Province _____
Zip/Postal Code _____
6. Telephone _____ Country _____
Email Address _____ (an email address and telephone # is needed for future correspondence)

Section B – Residence Status for Tax Purposes

Check the appropriate box below to indicate your residence status for tax purposes only.

If you do not know your tax residency please leave blank. UFS will determine your status upon review of this form.

7. ☐ I AM A PERMANENT RESIDENT. Provide the alien number as shown on the front of your **Alien Registration Receipt Card**. (Green Card) #A _____ and proceed to Section E - Certification.
8. ☐ I AM OR HAVE BEEN CLASSIFIED PREVIOUSLY AS A RESIDENT ALIEN FOR TAX PURPOSES.
9. ☐ I AM A NONRESIDENT ALIEN FOR TAX PURPOSES.
I DO NOT meet the requirements for tax residence in the United States of America.
10. **If you are a nonresident alien for tax purposes, what is your country of "tax residency"?** _____

Note: If you checked Box 8 or 9 in this section you must complete Section C.

Section C – Passport and Visa Information☐ **No entry to U.S. (Proceed to “Certification” section below)**

11. Visa Type – Select One:

- ☐ B-1 ☐ WB (Visa Waiver for Business) ☐ J-1 Research Scholar ☐ H-1B ☐ J-1 Student
☐ B-2 ☐ WT (Visa Waiver for Tourism) ☐ J-1 Short Term Scholar ☐ TN ☐ F-1 Student
☐ Canadian Walk-over (No visa) ☐ J-1 Professor ☐ O-1 ☐ Other, please specify _____

12. If you have a **F, J, H, TN, O, L, P, A or G Visa** indicate the **Sponsoring Institution** listed on your immigration documents _____

13. Primary Purpose/Activity of Visit - Select one:

- ☐ Studying in a degree program ☐ Consulting ☐ Conducting Research
☐ Studying in a non-degree program ☐ Teaching ☐ Acquiring Training
☐ Lecturing ☐ Clinical Activities ☐ Temporary Employment
☐ Other, please specify _____

14. Country Issuing Passport _____ Country of Citizenship _____

15. Passport Number _____ Visa Number (RED NUMBER) _____

Section D – Visa Immigration Activity (Substantial Presence Test)

16. What is the original date you entered the United States on your current visa? ____/____/____
Month Day Year

17. What is the start date and end date of your primary purpose/activity indicated on your current I-20, DS2019 or I-797 (immigration document)?

Start Date: ____/____/____ **End Date:** ____/____/____
 Month Day Year Month Day Year

18. Visa Immigration History – Enter all your visits to the United States on any visa except a B-1/WB or B-2/WT visa (If you are currently on a B-1/WB or B-2/WT visa, you do NOT need to complete this section.) Note: F and J students do not need to document short vacations home during semester breaks.

Date of Entry	Date of Exit	Visa Type	Primary Purpose or Activity/ Exchange Visitor Category	Have you ever taken any Treaty Benefits?	
____/____/____	____/____/____	_____	_____	____ Yes	____ No
____/____/____	____/____/____	_____	_____	____ Yes	____ No
____/____/____	____/____/____	_____	_____	____ Yes	____ No
____/____/____	____/____/____	_____	_____	____ Yes	____ No
____/____/____	____/____/____	_____	_____	____ Yes	____ No

Section E – Tax Treaty Exemption Information – IRS Forms 8233 and W-8BEN

****You must have a Social Security Number or Individual Taxpayer Identification Number to apply for a tax treaty benefit.****

Payments to nonresident aliens for services performed or benefits received within the U.S. may be subject to a maximum withholding tax rate of 30%. If you are a nonresident alien and believe that you may qualify for a tax treaty exemption, additional forms (IRS Form 8233 or IRS Form W-8BEN) must be submitted with this completed “Foreign National Information Form”. IRS Forms 8233 and W-8BEN may be downloaded from ABL or at the IRS website www.irs.gov/prod/forms_pubs/

IRS Form 8233 is used by nonresident aliens to claim exemption from withholding on compensation for Independent Personal Services and some Dependent Personal Services. The exemption must be based on a tax treaty to which the United States is a party. Part I of the form must be filled out completely. UFS will determine if the payee is eligible for the exemption per IRS regulations and University administrative procedures. UFS will complete Part II of the form and apply for the exemption. A new Form 8233 must be submitted for each calendar year with the “Foreign National Information Form” (FNIF) annual update. **FAXED copies cannot be accepted.**

IRS Form W-8BEN is used by nonresident aliens to claim exemption from withholding on other types of income (e.g., royalties, grants, scholarships, fellowships). Contact UFS to determine if the Form W-8BEN is appropriate for the income being paid. The exemption must be based on a tax treaty to which the United States is a party. The form must be filled out completely. UFS will determine if the payee is eligible for the exemption per IRS regulations and University administrative procedures. **FAXED copies cannot be accepted.**

-----Certification-----

I certify that all of the above information is true and correct. I understand that if my "Passport and Visa Information" or "Residence Status for Tax Purposes" changes, I must submit a new "Foreign National Information Form" reflecting the changes to: University Financial Services, 1033 Massachusetts Ave., 2nd floor, Cambridge, MA 02138.

Signature _____

Date _____