

FOR INDIVIDUALS WHO ARE

NOT

U.S CITIZENS, PERMANENT RESIDENTS, or RESIDENTS FOR U.S TAX PURPOSES

This form is intended for residents from ALL COUNTRIES

EXCEPT it is NOT intended for:

Residents of CANADA, MEXICO, and SOUTH KOREA, or STUDENTS FROM INDIA

- **Line 1. Check the single box regardless of your actual marital status**
- **Line 5. Claim only one withholding allowance**
- **Line 6. Write "nonresident alien" or "NRA" on the dotted line**
- **Line 7. Do not claim that you are exempt from withholding (even if you meet both of the conditions listed on that line).**

For complete U.S. Tax Guide for Aliens please see Internal Revenue Services Publication 519,
<http://www.irs.gov/pub/irs-pdf/p519.pdf>

This form must accompany a Foreign National Information Form or sent directly to Nonresident
Alien Tax Compliance Group

----- Separate here and give Form W-4 to your employer. Keep the top part for your records. -----

Form W-4 Department of the Treasury Internal Revenue Service		Employee's Withholding Allowance Certificate ▶ Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.		OMB No. 1545-0074 2012	
1 Your first name and middle initial		Last name		2 Your social security number	
Home address (number and street or rural route)		3 <input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. Note. If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.			
City or town, state, and ZIP code		4 If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card. ▶ <input type="checkbox"/>			
5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2)				5	1
6 Additional amount, if any, you want withheld from each paycheck				6	\$ NRA
7 I claim exemption from withholding for 2012, and I certify that I meet both of the following conditions for exemption. • Last year I had a right to a refund of all federal income tax withheld because I had no tax liability, and • This year I expect a refund of all federal income tax withheld because I expect to have no tax liability. If you meet both conditions, write "Exempt" here ▶				7	
Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.					
Employee's signature (This form is not valid unless you sign it.) ▶					
8 Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.) Harvard University, UFS - 1033 Massachusetts Ave 2nd Floor, Cambridge MA 02138				9 Office code (optional) NRA Tax	
				10 Employer identification number (EIN) 04-2103580	

For Privacy Act and Paperwork Reduction Act Notice, see page 2. Cat. No. 10220Q Form **W-4** (2012)