

**PRINCETON UNIVERSITY PAYROLL DEPARTMENT – INFORMATION SHEET
5 NEW SOUTH BUILDING**

The following information is furnished for the purpose of determining my status under
Federal Social Security Tax laws:

Name _____ U.S. Social Security # _____

Country of Permanent Residency _____

Country of Citizenship _____

Princeton University Position _____ Department _____

Telephone Number and/or E-mail Account _____

Type of Visa _____ Employment authorization expiration date *** _____

*****Please note that you MUST come to the payroll dept to complete a new Form I-9 when this employment authorization expires and/or when you receive new employment authorization.**

You must include a photocopy of your current, unexpired passport photo/expiration page, visa/photo page, if applicable, Form I-94 and of both sides of your employment authorization i.e. IAP-66 / DS-2019 (J-1), I20-ID (F-1), H-1 approval notice, employment authorization document/card, resident alien "green" card.

*****PLEASE READ THE FOLLOWING STATEMENT CAREFULLY*****

I certify that the above statements are true and subject to penalties for perjury if false. Furthermore, I agree to notify the payroll dept. immediately if my visa or tax status changes in the future, and understand that such change(s) in my status may result in the loss of exemption from either Federal Income Tax or Social Security Tax withholding or both. I also understand that it is my responsibility to complete a Substantial Presence Test each calendar year. I further agree that if I fail to notify the payroll dept of such change(s) immediately, any accumulated taxes, interest and penalties resulting from this failure are my responsibility and I authorize Princeton University to withhold such amounts from my next paycheck(s) until the obligations are satisfied.

Date _____ Signature _____

DO NOT COMPLETE - For University Use Only – 06/26/03r/bwg

EMPLID#: _____		PAY GROUP: _____	REASON: _____
• arrival year in U.S. _____	* visa type _____	W-4 _____	SPT _____
• permanent resident / U.S. tax resident / Non-resident (per SPT attached)		WORK AUTH _____	
• country of tax residence _____		TAX SCREENS _____	
• FIT non-exempt / exempt from start/end dates _____		I-9 _____	
• FICA non-exempt/exempt		TREATY ARTICLE _____	
• authorized employment start/end dates _____		entered by _____	
• authorization covers appointment period	Yes or No	date of entry _____	