

Nonresident Alien Departure Certification

Privacy Notice: State law requires that you be informed that you are entitled to: (1) request to be informed about the information collected about yourself on this form (with a few exceptions as provided by law); (2) receive and review that information; and (3) have the information corrected at no charge. To request this information, contact payroll@tamu.edu or (979) 845-2711.

INSTRUCTIONS This form is used by Payroll Services... << *Include instructions here on what this form is used for and what to do with it once complete*>>

I, _____, am departing from the U.S. on _____.
(Print Name) (Date)

I will not pass the Substantial Presence Test and therefore will be a nonresident alien for tax purposes in _____.
(Year)

Check one:

- I do not plan on returning to the U.S. this tax year.
 I do plan on returning to the U.S. on a _____ visa for _____ days.
 (B1/B2, WB/WT, J1, F1, H/B, other) (Number of days)

Attached is a copy of _____.
(Proof of departure, i.e.: airline ticket)

Check one:

- I am enrolled in direct deposit and plan on keeping my bank account open until _____.
(Date)
 I am not enrolled in direct deposit, or I do not plan on keeping my account open, and therefore need a paper check. This check will be mailed to the current mailing address in my Texas A&M payroll file. I am aware that I need to keep my address updated through HRConnect.

Employee Signature

Date

SUBMIT FORM TO:
Payroll Services
General Services Complex, Suite 1201
MS 1261
Fax (979) 845-4134

NEED HELP?
Payroll Services
Phone (979) 862-1271
payroll@tamu.edu