



PAYROLL SERVICES

**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 [internationaltax@tamu.edu](mailto:internationaltax@tamu.edu) or call (979) 862-1271.

**INSTRUCTIONS** This form is used by Payroll Services to gather information regarding your departure from the U.S. Please fill in all shaded areas below and attach the necessary documentation.

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 to keep 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 I 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 [Single Sign On--HR Connect Tab](#).

\_\_\_\_\_  
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  
[internationaltax@tamu.edu](mailto:internationaltax@tamu.edu)