This information pertains to calendar year **2016** (January 1, 2016 – December 31, 2016). If you will be employed with the UO within this date range and you are a non-resident for tax purposes you MUST complete the required *Foreign National Data Request Form (UO-NRA)* and provide copies of applicable documents. Providing this information assists in determining your tax status for withholding purposes and assures that the information we have is current and accurate. We are directing you to the UO Business Affairs website for forms and instructions.

**Deadline:** The forms are due in the Payroll Office by **January 8, 2016**

Forms and Instructions: [http://ba.uoregon.edu/content/annual-renewal?redirect=true](http://ba.uoregon.edu/content/annual-renewal?redirect=true)

Required Form and Documents:

- Foreign National Data Request Form (UO-NRA)
- Current I-94 copy (Arrival/Departure Record from passport or electronic I-94)
- For J-1 status - current DS-2019 or other employment authorization document copy (In some cases a J-1 letter may also be required)

**NOTE:** You are **not** required to submit the form or documents in the following situations:

- You will not be working at the UO in calendar year 2016
- You have previously submitted a copy of your Permanent Resident Card
- You have previously met the requirements of the substantial presence test and are considered a U.S. resident for tax purposes

For questions, visit the UO Payroll Office in Oregon Hall or email Jove Rousseau at jover@uoregon.edu.