

**University of Oregon
FOREIGN NATIONAL DATA REQUEST FORM**

The information requested on this form is used to determine your U.S. tax withholding status. You must complete this form (1) **before beginning employment**, (2) **if your visa status changes**, and (3) **at the beginning of each calendar year**. *If you are not currently working, and do not plan to work in the next year you are not required to complete and turn in this paperwork.*

PLEASE ATTACH A COPY, FRONT AND BACK, OF YOUR MOST RECENT DOCUMENTS: I-94, I-20, DS-2019, or EAC (Employment Authorization Card)

PART 1 – PERSONAL INFORMATION AND RESIDENCY INFORMATION

1. Last Name	First	Middle	2. UO ID
3. Street Address (U.S.)			4. Work phone number
5. City	State	Zip Code	6. UO Department
7. E-mail Address			8. Personal phone number
9. First time you entered USA for any purpose since 1985 (Month/Day/Year)			
10. Country of Citizenship			
11. Country of Permanent Residence (if different from question 10)			

PART 2 – SUBSTANTIAL PRESENCE TEST – DETERMINATION OF RESIDENCE STATUS FOR TAX WITHHOLDING

INSTRUCTIONS: List **ALL** days of presence in the U.S. for **ANY** calendar year going back to **January 1, 1985** using the chart below and on page 2. A “calendar year” refers to the period January 1 to December 31. The information requested on this form is used to determine your U.S. tax withholding status and treaty eligibility.

SUBSTANTIAL PRESENCE TEST DATA (CURRENT YEAR IN USA):

In the chart below, include **ALL** days you expect to be present in the United States (at **ANY** school or location within the United States) for the current calendar year:

Calendar Year	Purpose: (for example teacher, researcher, or student). List all dates for mid-year changes (month/day/year).	Visa Type (F-1, J-1, etc.)	Number of days expected to be present in the U.S. beginning from Jan 1st
2020			

PART 2 (CONT.) – SUBSTANTIAL PRESENCE TEST DATA FOR ALL PREVIOUS YEARS IN USA:

In the chart below, include **ALL** days you were present in the United States (at **ANY** school or location within the United States) during any calendar year going back to **January 1, 1985**:

Calendar Year	Purpose: (for example teacher, researcher, or student). List all dates for mid-year changes (month/day/year).	Visa Type (F-1, J-1, etc.)	Number of days actually present in the U.S. during the year.
1985	INCLUDE ALL DAYS PRESENT IN THE USA SINCE 1985.		

PART 3 – CERTIFICATION

If the country of your permanent residency has a tax treaty benefit, do you wish to start or continue claiming treaty benefits? ****** Yes No

- **** If you claim treaty benefits and:
 - If you are a **Non-Resident Alien (NRA)** for U.S. tax purposes, you will need to complete a new **Form 8233** for each calendar year you are claiming the tax treaty benefit; or
 - If you are a **Resident** for U.S. tax purposes, you will need to have a **Form W-9** on file with the U of O.

I certify that to the best of my knowledge and belief all the information I have provided is true, correct, and complete. I acknowledge that if I have claimed a tax treaty benefit, the UO has the right to deny treaty benefits if eligibility cannot be clearly determined.

Signature: _____ **Date:** _____