



**University of South Carolina  
Foreign National Tax Information Form**

**Instructions:**

**This form is required to receive payment for wages, honorariums, royalties, scholarships, fellowships, independent personal services, and award/prizes.**

- A. Please enter your information online via <http://www.payroll.sc.edu/forms.asp>
- B. Print and sign it (**handwritten copies are no longer acceptable**).
- C. Mail to: **1600 Hampton Street, 7<sup>th</sup> Floor Payroll Department (For employment- related payments) or to Accounts Payable, 1600 Hampton Street 6<sup>th</sup> Floor for all other International payments.**

**Hours:**

Walk in Hours: Tuesday and Wednesday: 1:00 P.M till 4:00 P.M  
Additional hours will be available from August 14<sup>th</sup> to September 15<sup>th</sup>.

(1) Last/Family Name _____	First _____	Middle _____
(2) U.S. Social Security Number or Indv. Taxpayer Identification # _____		(3) USC VIP # _____
(4) <input type="checkbox"/> Applied for SSN		
(5) Email Address _____		(6) Date of Birth (mm-dd-yy) ___/___/___

<p><b>(7) U.S. Local Address</b></p> <p>Line 1 _____</p> <p>Apartment Number _____</p> <p>City _____</p> <p>State _____</p> <p>Zip Code _____</p> <p>Local Phone Number _____</p>	<p><b>(8) Foreign Permanent Residence Address</b></p> <p>Line 1 _____</p> <p>Line 2 _____</p> <p>City Postal Code _____   City _____</p> <p>Province/Region _____</p> <p>Region Postal Code _____</p> <p>Country _____</p>
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(9) Country of Citizenship _____	
(10) Country that issued passport _____	
(11) Visa Number(Number in red) _____	
(12) Visa Start Date _____	
(13) Passport Number _____	
(14) Expiration date _____	
(15) Country of Tax Residency, if different from above _____	
(16) Did Tax Residency end? <input type="checkbox"/> Yes <input type="checkbox"/> No	
(17) If tax residency ended, when? (mm-dd-yyyy) ___/___/___	
(18) Have you ever had another immigration status in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No	

<b>(19) Current Immigration Status</b>		
<input type="checkbox"/> US Immigrant / Permanent Resident (attached a copy of green card)	<input type="checkbox"/> F-1 Student	<input type="checkbox"/> B-2
<input type="checkbox"/> J-1 Exchange Visitor	<input type="checkbox"/> F-1 OPT	<input type="checkbox"/> WT (Visa Wavier for Tourism)
<input type="checkbox"/> H-1 Temporary Employee	<input type="checkbox"/> WB B-1	<input type="checkbox"/> WT (Visa Wavier for Tourism)
<b>(20) If immigration status is J-1, what is the Subtype?</b>		
<input type="checkbox"/> Student	<input type="checkbox"/> Professor	<input type="checkbox"/> Short-term Scholar
		<input type="checkbox"/> Research Scholar
		<input type="checkbox"/> Other _____

<b>(21) Actual Primary Activity</b>		
<input type="checkbox"/> Studying in a Degree Program	<input type="checkbox"/> Observing	<input type="checkbox"/> Clinical Activities
<input type="checkbox"/> Studying in a Non-Degree Program	<input type="checkbox"/> Consulting	<input type="checkbox"/> Temporary Employment
<input type="checkbox"/> Teaching / Lecturing	<input type="checkbox"/> Conducting Research	<input type="checkbox"/> Other _____
<input type="checkbox"/> Acquire Training / Attend Workshop	<input type="checkbox"/> Provide Training / Facilitate Workshop	



## Foreign National Form Guide

Please find your current visa status in the left column. The right column tells you what documents to attach to the above Foreign National Tax Information Form.

Visa Status	Documents Needed
F-1	Social Security Card ,ITIN, or Receipt of application for SSN Passport identification page All U.S. Visa(s) All U.S. Entry Stamps I-94 card or electronic entry document All I-20(front and back) EAD for OPT Offer Letter
J-1	Social Security Card, ITIN, or Receipt of application for SSN Passport identification page All U.S. Visa(s) All U.S. Entry Stamps I-94 card or electronic entry document DS-2019 Offer Letter
J-2	Social Security Card, ITIN, or Receipt of application for SSN Passport identification page All U.S. Visa(s) All U.S. Entry Stamps I-94 card or electronic entry document DS-2019 Offer Letter
H-1B	Social Security Card ,ITIN, or Receipt of application for SSN Passport identification page All U.S. Visa(s) All U.S. Entry Stamps I-94 card or electronic entry document All I-797 Offer Letter
TN	Social Security Card, ITIN, or Receipt of application for SSN Passport identification page All U.S. Entry Stamps I-94 card or electronic entry document Offer Letter
LPR	Social Security Card, ITIN, or Receipt of application for SSN Documentation of all prior statuses I-797 EAD Form W-4 for employment related payments

If additional information is needed, please contact the Payroll Department at (803)777-4227.