

Payroll Information for International Students



LEHIGH
UNIVERSITY

Welcome to Lehigh University

Topics:

- 3 Tax Forms
- Social Security Card
- Direct Deposit



Tax Forms are Important!

Required Tax Forms:

- **Form W-4 (Employee's Withholding Certificate)**
- **Act 32 (Local Tax) – Residency Certification Form**
- **International Tax Information Form**

These forms ensure that you will be taxed accurately. They also determine ***if*** you will be eligible for a tax treaty.



Tax Forms are Important!

When completing forms, remember:

- If you don't yet have a Social Security number, leave this blank on all forms
- You must use a local US address!
 - If you are living on campus, use your residence hall address, not your campus box.



W-4 Form

As an international student, you can only select **Single and 0** until you have met Substantial Presence.

After 5 years in the US, you will have met Substantial Presence and will be taxed as a US citizen.

Form W-4		Employee's Withholding Certificate		OMB No. 1545-0074
Department of the Treasury Internal Revenue Service		Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Give Form W-4 to your employer. Your withholding is subject to review by the IRS.		2023
Step 1: Enter Personal Information	(a) First name and middle initial	Last name	(b) Social security number	
	John Address 123 Main Street City or town, state, and ZIP code Bethlehem, PA-18052	Doe	999999999	
(c) <input checked="" type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly or Qualifying surviving spouse <input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)		Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov.		
Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, other details, and privacy.				
Step 2: Multiple Jobs or Spouse Works	Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs. Do only one of the following. (a) Reserved for future use. (b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below; or (c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is generally more accurate than (b) if pay at the lower paying job is more than half of the pay at the higher paying job. Otherwise, (b) is more accurate <input type="checkbox"/>			
TIP: If you have self-employment income, see page 2.				
Complete Steps 3-4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3-4(b) on the Form W-4 for the highest paying job.)				
Step 3: Claim Dependent and Other Credits	If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly): Multiply the number of qualifying children under age 17 by \$2,000 \$ _____ Multiply the number of other dependents by \$500 \$ _____ Add the amounts above for qualifying children and other dependents. You may add to this the amount of any other credits. Enter the total here		3	\$
Step 4 (optional): Other Adjustments	(a) Other income (not from jobs). If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income		4(a)	\$
	(b) Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here		4(b)	\$
	(c) Extra withholding. Enter any additional tax you want withheld each pay period		4(c)	\$
Step 5: Sign Here	Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.			
	John Doe Employee's signature (This form is not valid unless you sign it.)		8/8/23 Date	
Employers Only	Employer's name and address	First date of employment	Employer identification number (EIN)	

Act 32 (Local Tax) -Residency Form

-This form allows payroll to ensure that your local taxes are being paid to the correct township.

-Please use your **current US address** when completing this form.

-**Do not** use your Nation of Origin Home Address.

CLOS-32.6 (8-11)



RESIDENCY CERTIFICATION FORM Local Earned Income Tax Withholding

TO EMPLOYERS/TAXPAYERS:

This form is to be used by employers and/or taxpayers to report essential information for the collection and distribution of Local Earned Income Taxes. This form must be utilized by employers when a new employee is hired or when a current employee notifies employer of a name and/or address change.

EMPLOYEE INFORMATION - RESIDENCE LOCATION			
NAME (Last Name, First Name, Middle Initial) Doe, John G.			SOCIAL SECURITY NUMBER 9 9 9 9 9 9 9 9 9
STREET ADDRESS (No PO Box, RD or RR) 123 Main Street			
SECOND LINE OF ADDRESS			
CITY Bethlehem	STATE PA	ZIP CODE 18015	DAYTIME PHONE NUMBER 484-555-5555
MUNICIPALITY (City, Borough or Township)		SCHOOL DISTRICT	
COUNTY	RESIDENT PSD CODE	TOTAL RESIDENT EIT RATE	

EMPLOYER INFORMATION - EMPLOYMENT LOCATION			
EMPLOYER BUSINESS NAME (Use Federal ID Name) NO NEED TO COMPLETE THIS PORTION OF THE FORM			EMPLOYER FEIN
STREET ADDRESS WHERE ABOVE EMPLOYEE REPORTS TO WORK (No PO Box, RD or RR)			
SECOND LINE OF ADDRESS			
CITY	STATE	ZIP CODE	PHONE NUMBER
MUNICIPALITY (City, Borough or Township)			
COUNTY	WORK LOCATION PSD CODE	WORK LOCATION NON-RESIDENT EIT RATE	

CERTIFICATION	
Under penalties of perjury, I (we) declare that I (we) have examined this information, including all accompanying schedules and statements and to the best of my (our) belief, they are true, correct and complete.	
SIGNATURE OF EMPLOYEE	DATE (MM/DD/YYYY) 08/08/2023
PHONE NUMBER 484-555-5555	EMAIL ADDRESS jdjdjd@lehigh.edu

For information on obtaining the appropriate MUNICIPALITY (City, Borough, Township), PSD CODES and EIT (Earned Income Tax) RATES, please refer to the Pennsylvania Department of Community & Economic Development website:
www.newPA.com

International Tax Form

Page 1

The International Tax Form allows payroll to:

-Determine Tax Treaty Eligibility

-Determine Substantial Presence status to

ensure you are accurately taxed.

LEHIGH UNIVERSITY INTERNATIONAL TAX INFORMATION		
All applicable sections of this application form must be completed to determine your tax status and to see if you qualify for any treaty benefits. A copy of both sides of your I-94 Form "Arrival and Departure Record", a copy of your U.S. visa from your passport, and I-20 or DS-2019 Form (if applicable) must be attached to this form.		
Last Name: Doe	First Name: John	Middle Name: G.
Social Security Number/Individual Tax Identification Number (ITIN): 999-99-9999		Department: Marketing
Position at Lehigh: Research Assistant		Date of Birth: 1/31/2002
Section One:	Residence Information	
Tax Residence Country (where you last paid taxes):		
United States Local Address		Foreign Residence Address Prior To Visiting U.S.
Address Line 1: 123 Main Street		Address Line 1: 123 Any Street
Address Line 2:		Address Line 2:
Address Line 3:		Address Line 3:
City: Bethlehem		City: Beijing
State: PA Zip Code: 18015		Province/Region: Beijing
Telephone Number: 484-555-5555		Regional Postal Code: 100084 Country: China
Section Two:	Passport Information	
Home Country: China		Country of Citizenship: China
Country Issuing Passport: China	Passport Number: E99999999	Passport Expiration Date: 10/8/2025
Section Three:	Income Information	
Check all that apply: <input checked="" type="checkbox"/> Income from Lehigh employment (including assistantships), estimated annual amount \$15,000 <input type="checkbox"/> Honorarium		
<input type="checkbox"/> Scholarship or Fellowship <input type="checkbox"/> Other, please specify _____		
Section Four:	Current Immigration Information	
Current Immigration Status/Visa Type (check one)		Primary Purpose of Visit (check one)
<input checked="" type="checkbox"/> F-1 Student		<input checked="" type="checkbox"/> 01 Studying-Degree Program
<input type="checkbox"/> J-1 Exchange Visitor (check Sub Type)		<input type="checkbox"/> 02 Studying-Non-Degree Program
Sub Type:		<input type="checkbox"/> 03 Teaching
<input type="checkbox"/> 01 Student <input type="checkbox"/> Short Term Scholar		<input type="checkbox"/> 04 Lecturing
<input type="checkbox"/> 05 Professor <input type="checkbox"/> Other, please specify _____		<input type="checkbox"/> 05 Observing
<input type="checkbox"/> 12 Research Scholar		<input type="checkbox"/> 06 Consulting
<input type="checkbox"/> J-2 Spouse/Child of Exchange Visitor		<input type="checkbox"/> 07 Conducting Research
<input type="checkbox"/> H-1 Temporary Employee		<input type="checkbox"/> 08 Acquiring Training
<input type="checkbox"/> U.S. Immigrant/Permanent Resident		<input type="checkbox"/> 09 Demonstrating Special Skills
<input type="checkbox"/> Other, please specify _____		<input type="checkbox"/> 11 Temporary Employment
<input type="checkbox"/> Other, please specify _____		<input type="checkbox"/> 12 Here with spouse/relative
Visa Number (# in lower right hand corner): K9999999		Visa Start Date: 7/8/2023
First Day in USA in this status: 8/11/2023		Anticipated Completion Date: 5/31/2025
Turn over for more sections =====>		

International Tax Form

Page 2

-The second page of the International Tax Form is where you will list your **Entry and Departure dates** to and from the US.

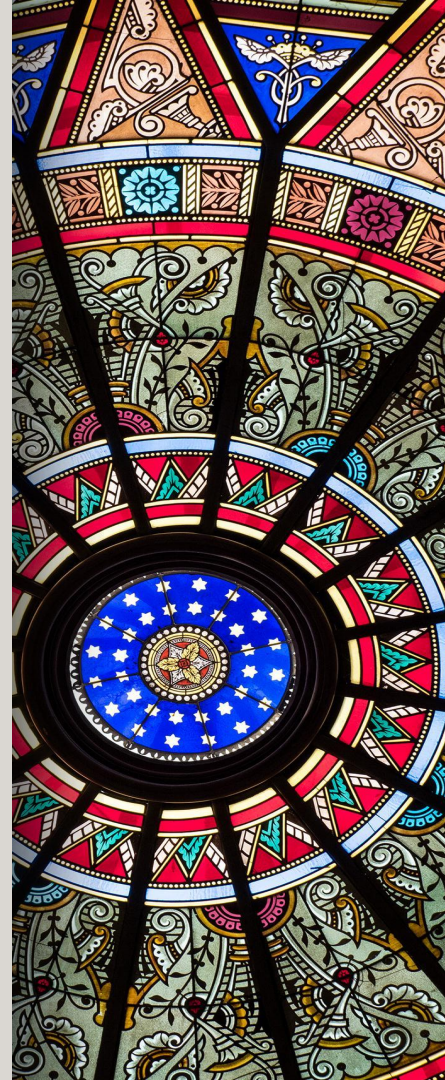
-Please list your **Visa Status** during these travel dates. Be specific for each visit to the US!

Section Five Complete only if you are a consultant/self employed individual					
Do you/will you have an office (fixed base) in the United States? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					
If yes, how many days in this tax year did you/will you have an office (fixed base)?					
Section Six Immigration Activity					
Is this your first visit to the United States? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					
If no, please list all visa immigration activity in the chart below. For visa type, J-1 subtypes, primary purpose, use the same codes listed in Section Four of this form.					
Date of Entry (mm/dd/yyyy)	Date of Exit (mm/dd/yyyy)	Visa Status	J-1 Subtype	Primary Purpose	Have you taken any treaty benefits?
1/5/2022	5/31/2022	F-1 Student	01-Student	01-Studying-Degree Program	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
9/1/2022	11/30/2022	F-1 Student	01-Student	01-Studying-Degree Program	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
8/11/2023	/ /	F-1 Student	01-Student	01-Studying-Degree Program	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
/ /	/ /				<input type="checkbox"/> Yes <input type="checkbox"/> No
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/ /	/ /				<input type="checkbox"/> Yes <input type="checkbox"/> No
Section Seven Certification					
I hereby certify that all of the above information is TRUE, COMPLETE, AND CORRECT. I understand that if my <u>visa status changes</u> from that which I have indicated on this form, I must submit a new Lehigh University International Tax Information form.					
Signature: <i>John G. Doe</i> Date: 8/8/2023					

Where do I send my payroll paperwork once completed?

Please send all completed payroll paperwork to the Payroll Office via email using [LU FileSender](#).

inpayrol@lehigh.edu



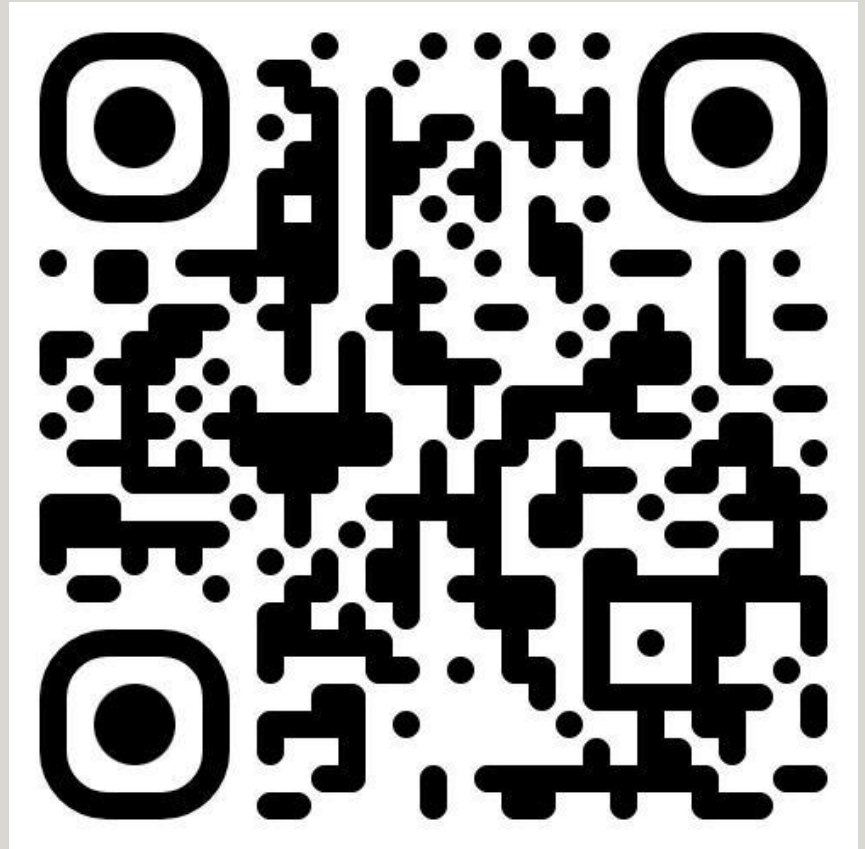
LU FileSender

-Use this QR Code to access LU FileSender

What is LU FileSender?

-The **Lehigh University FileSender** is a secure location to submit Payroll Forms electronically to the Payroll Office.

-A Drop-Off Summary will be provided once the documents have been submitted. You will also receive an email confirming your drop-off has been picked up.



Scan Me

What is a Social Security Card?

-Your Social Security Number (SSN) is a way to record your earnings and to continue to receive payment. When your application for an SSN is approved, you will receive your Social Security Card.

-As an international student working on campus, you are **required** to obtain a Social Security Number. This helps with tax purposes.

-Upon receiving your social security card, you should keep it in a secure location as it is considered personal information.



What do I do after receiving my Social Security Card?

-Upon receiving your social security card, you will first need to sign your card above the “**Signature**” line on your card.

-Send a photo of your signed social security card to both the Payroll Office and Human Resources using LU FileSender



How do I start the social security card process?

-Use this QR Code to access information about the social security card process along with the forms needed to begin.

-Additional questions about this process can be directed to OISS. Detailed information is on the OISS website:
<https://global.lehigh.edu/oiss/resources/social-security-number>



Scan Me

The Benefits of Direct Deposit

Setting up direct deposit is highly recommended.

You save time by not having to physically come pick up a paper check from the payroll office.

You reduce the amount of paper that the University uses to operate.

You eliminate the emails being sent to remind you to pick up your check.



Need information on setting up Direct Deposit?

-Use this QR code to learn how to set up Direct Deposit yourself using Banner Employee Self-Service.

-You **must** have a US bank account.

DISCLAIMER:

You will only be able to set-up direct deposit **after** your start date or receiving an Employment Confirmation Email from payroll via inwage@lehigh.edu

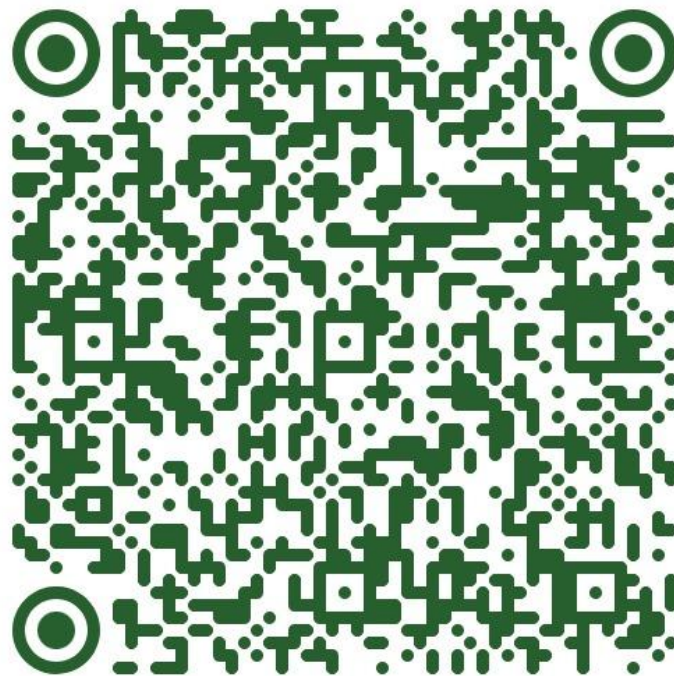


Scan Me

“When will I get paid?”

-All hourly wage jobs are paid on a biweekly pay cycle.

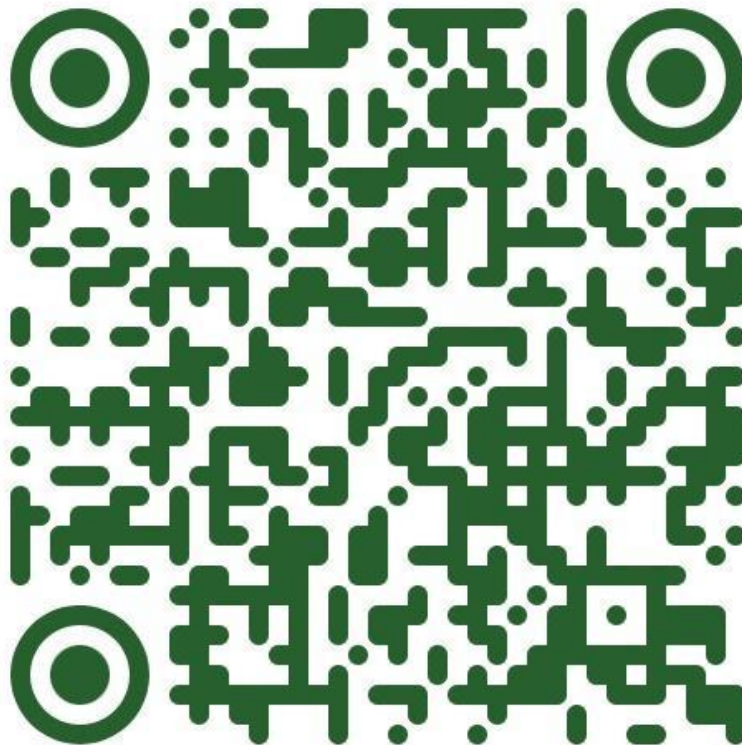
-Use this QR code to download a copy of the [Fiscal Year 24 biweekly payroll calendar](#)



Scan Me

Where to go with Payroll Questions?

- Use this QR Code to access the Payroll website for additional information.
- You will receive an email later today with the information covered in this presentation.
- Thank you for your time and have a great rest of your day.



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