Payroll Information for International Students
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.
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.
-Do not use your Nation of Origin Home Address.

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

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

**Act 32 (Local Tax) Residency Form**

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

Do not use your Nation of Origin Home Address.

For information on selecting the appropriate Municipality (City, Borough, Township, Red Clay and J.Hr. States), see your Human Resources Officer.

**Certification**

Signature of Person: ____________________________

 Date __________

**Residency Certification Form**

Local Earned Income Tax Withholding

This form is intended for employees who work for University of Pennsylvania and are subject to local income tax withholding. Use this form to report your residency status for the purpose of local income tax withholding.

**Employer Information**

- Employer Name:
- Employer Address:
- Employer City, State, Zip:
- Employer Phone:
- Employer Email:

**Employee Information**

- Employee Name:
- Employee Address:
- Employee City, State, Zip:
- Employee Phone:
- Employee Email:

**Residency Location**

- Residency City, State, Zip:
- Residency Phone:
- Residency Email:

**Residency Certification**

I certify that the above information is true and complete to the best of my knowledge.

Signature: ____________________________

Date __________

**Residency Certification Form**

Local Earned Income Tax Withholding
The International Tax Form allows payroll to:

- Determine Tax Treaty Eligibility
- Determine Substantial Presence status to ensure you are accurately taxed.

### International Tax Form

<table>
<thead>
<tr>
<th>Section One:</th>
<th>Residence Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tax Residence Country (where you last paid taxes):</td>
<td></td>
</tr>
<tr>
<td>United States Local Address</td>
<td>Foreign Residence Address Prior To Visiting U.S.</td>
</tr>
<tr>
<td>Address Line 1: 123 Main Street</td>
<td>Address Line 1: 123 Any Street</td>
</tr>
<tr>
<td>Address Line 2:</td>
<td>Address Line 2:</td>
</tr>
<tr>
<td>Address Line 3:</td>
<td>Address Line 3:</td>
</tr>
<tr>
<td>City: Bethlehem</td>
<td>City: Beijing</td>
</tr>
<tr>
<td>State: PA Zip Code: 18015</td>
<td>Province/Region: Beijing</td>
</tr>
<tr>
<td>Telephone Number: 484-555-5555</td>
<td>Regional Postal Code: 100084</td>
</tr>
<tr>
<td>Section Two:</td>
<td>Passport Information</td>
</tr>
<tr>
<td>Home Country: China</td>
<td>Country of Citizenship: China</td>
</tr>
<tr>
<td>Country Issuing Passport: China</td>
<td>Passport Number: E9999999</td>
</tr>
<tr>
<td>Passport Expiration Date: 10/8/2025</td>
<td></td>
</tr>
</tbody>
</table>

### Section Three: Income Information

Check all that apply:
- Income from Lehigh employment (including assistantships), $16,000
- Scholarship or Fellowship
- Other, please specify

### Section Four: Immigration Information

<table>
<thead>
<tr>
<th>Current Immigration Status/Visa Type (check one)</th>
<th>Primary Purpose of Visit (check one)</th>
</tr>
</thead>
<tbody>
<tr>
<td>F-1 Student</td>
<td>01 Studying-Degree Program</td>
</tr>
<tr>
<td>J-1 Exchange Visitor (check Sub Type)</td>
<td>02 Studying-Non-Degree Program</td>
</tr>
<tr>
<td>(check Sub Type)</td>
<td>03 Teaching</td>
</tr>
<tr>
<td>01 Student</td>
<td>04 Lecturing</td>
</tr>
<tr>
<td>05 Professor</td>
<td>05 Observing</td>
</tr>
<tr>
<td>06 Consulting</td>
<td>07 Conducting Research</td>
</tr>
<tr>
<td>12 Research Scholar</td>
<td>08 Acquiring Training</td>
</tr>
<tr>
<td>J-2 Spouse/Child of Exchange Visitor</td>
<td>09 Demonstrating Special Skills</td>
</tr>
<tr>
<td>H-1 Temporary Employee</td>
<td>11 Temporary Employment</td>
</tr>
<tr>
<td>U.S. Immigrant/Permanent Resident</td>
<td>12 Here with spouse/relative</td>
</tr>
<tr>
<td>Other, please specify</td>
<td></td>
</tr>
</tbody>
</table>

| 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!

<table>
<thead>
<tr>
<th>Date of Entry (mm/dd/yyyy)</th>
<th>Date of Exit (mm/dd/yyyy)</th>
<th>Visa Status</th>
<th>J-1 Subtype</th>
<th>Primary Purpose</th>
<th>Have you taken any treaty benefits?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/5/2022</td>
<td>5/31/2022</td>
<td>F-1 Student</td>
<td>01-Student</td>
<td>01-Studying-Degree Program</td>
<td>Yes ☐ No ☑</td>
</tr>
<tr>
<td>9/1/2022</td>
<td>11/30/2022</td>
<td>F-1 Student</td>
<td>01-Student</td>
<td>01-Studying-Degree Program</td>
<td>Yes ☐ No ☑</td>
</tr>
</tbody>
</table>

Section Seven

I hereby certify that all of the above information is TRUE, COMPLETE, AND CORRECT. I understand that if my visa status changes from that which I have indicated on this form, I must submit a new Lehigh University International Tax Information form.

Signature: ___________________________ 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.
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.

Payroll Office email: inpayrol@lehigh.edu  Human Resources email: inhiro@lehigh.edu
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
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 you 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
“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.
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.