

# Argonne National Laboratory ALIEN DETERMINATION OF RESIDENCY FORM

<b>FOR PAYROLL USE ONLY</b>	
VISA: _____	FICA _____
ENTR: _____	Y / N _____
EXP: _____	
CTRY: _____	
R / N _____	
PROC: _____	APPR _____

**Instructions:** All applicable questions below must be answered. Attach a copy of the document(s) listed on the back of this form. **This form must be returned before any check can be issued by the Payroll Department.**

**Section I. PAYEE INFORMATION**

Name (Last, First, MI)		Department	SSN or ITIN
Country of Citizenship		Country of Residence	
Passport Number	Passport Issued By (Country)	Visa Number (not the control number)	
Are you an ANL employee? NO    YES (If yes, complete this section.)	Name of ANL Division	ANL Badge Number	

**Section II. IMMIGRATION & ALIEN TAX INFORMATION** (Permanent Residents can skip Section II, B - F.)

**A. Current USCIS classification** (Check appropriate box.)

- |   |                                     |   |
|---|-------------------------------------|---|
| Permanent Resident with Perm. Resident or Resident Alien Card | F-1 Student on "Practical Training" | J-2 Spouse/Dependent of other J-1 visitor (non-student)                               |
| Permanent Resident Applicant                                  | J-1 Student                         | J-2 Spouse/Dependent of J-1 Student   |
| B-1, WB, WT (Visitor for Business)                            | J-1 Student on "Academic Training"  | Other J-1 Visitor (list visitor category as indicated on the Form DS-2019, Section 4) |
| F-1 Student   | H-1 Distinguished Worker            | Other USCIS* classification: _____  |
- \*US Citizenship & Immigration Services

**B. Furnish the requested information to detail the number of days you were physically present in the US during the calendar years listed below. Note the term "calendar year" refers to the period January 1 to December 31.**

	List Calendar Year (e.g., 20__)	Number of days present in the US during the year	Period(s) when you were physically present in the US during the listed calendar year. (List the dates below, for example, 01/01/01 – 12/31/01).	VISA/USCIS Classification	Have You Taken Any Treaty Benefits?	
Current Calendar Year					Yes	No
Last Calendar Year					Yes	No
2 years ago					Yes	No
3 years ago					Yes	No
4 years ago					Yes	No
5 years ago					Yes	No
6 Years ago					Yes	No

C. Date of first entry into US	D. USCIS classification held during first entry into US	E. Expiration date of your current USCIS classification	F. Your anticipated date of departure from the US
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 <b>Please Read This Section Before Proceeding</b>	<b>Permanent Residents</b>	<ul style="list-style-type: none"> <li>➤ Attach copy of your Permanent Resident or Resident Alien Card (Green Card)</li> <li>➤ Complete Page 1 of form only and sign certification in Section II-H</li> </ul>
	<b>All Others:</b>	<ul style="list-style-type: none"> <li>➤ Complete Pages 1 and 2</li> </ul>

**H. I certify that to the best of my knowledge all of the information provided is true, correct, and complete.**

Payee Signature	Date
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**Section III. DETERMINATION OF RESIDENCE STATUS FOR TAX WITHHOLDING**

Answer all applicable questions and use the results to complete the residence statement below in Section IV.

<b>TEST 1</b>  Exempt From The Substantial Presence Test  (F or J Classifications)	A. <b>F-1 or J-1 Students:</b> Were you present in the US as a student, trainee, or teacher during any part of the five (or fewer) calendar years?	Yes	No
	B. <b>F-2 or J-2/Spouses of Students:</b> Are you the spouse of an F-1 or J-1 student described in "Question A" above?	Yes	No
	C. <b>J-1 Professors or Teachers (Non Student Visitors):</b> Within the period of the previous six calendar years, were you either entirely absent from the US or present in the US as a student, trainee, or teacher for only one calendar year?	Yes	No
	D. <b>Spouses of J-1 Non-Student Visitors:</b> Are you the spouse of a J-1 professor or teacher (non-student visitor) described in Question C above?	Yes	No

**If you answered yes to any of the questions above, you are considered a Nonresident Alien for tax purposes. Check the Nonresident Alien box in Section IV. If you answered no to all of the questions above or they do not apply to you, got to Test 2.**

<b>TEST 2</b>  Substantial Presence Test	<b>Calculate the number of days physically present in the US during the years listed.</b>		
	List Calendar Year	Number of Days Physically Present in US	Computation for the Test
	Current Year _____	_____ x 1 =	_____
	Last Year _____	_____ x 1/3 = +	_____
	2 years ago _____	_____ x 1/6 = +	_____
<b>TOTAL</b>			

**If the total is greater than or equal to 183, you are a Resident Alien. Check the Resident Alien box in Section IV and submit an IRS Form W-9. If the total is less than 183, you are a Nonresident Alien for tax purposes. Check the Nonresident Alien box in Section IV.**

**Section IV. RESIDENCE STATEMENT FOR TAX PURPOSES**

*(Please complete the section above before completing this section.) Under Internal Revenue Service Definition, I am considered to be a ...*

Resident Alien for tax purposes (Complete IRS W-9)	Nonresident Alien for tax purposes and are receiving:
	<ul style="list-style-type: none"> <li>• Scholarship/Fellowship Recipient (Complete IRS W-8BEN-S)</li> <li>• Independent Contractor/Honorarium (Complete IRS W-8BEN-I)</li> <li>• Employment (no additional form)</li> </ul>

**REQUIRED DOCUMENTS TO ATTACH TO THIS FORM**

<b>If you have this USCIS Classification...</b>	<b>attach photocopies of these Documents. The Payroll Department uses these forms to verify your status for income tax-withholding purposes. Your payment will be delayed if attachments are missing.</b>
Permanent Resident	Permanent Resident or Resident Alien Card (Green Card) or stamped passport indicating "Processed for I-551."
Permanent Resident Applicant	A valid (unexpired), Employment Authorization Card or Form I-797 H-1 Approval Notice and Form I-797 Notice of Action stating that your application for Permanent Residence has been processed.
F-1 Student	I-94 Departure Record card and I-20 Form, Certificate of Eligibility (F-1 status) and Copy of US Visa from your passport. (If student is on "Optional" Practical Training, also attach a valid Employment Authorization Card indicating "Practical Training.")
J-1 Student	I-94 Departure Record card and DS-2019 Form, Certificate of Eligibility (J-1 status) and Letter from J-1 Responsible Officer authorizing employment. Copy of US Visa from your passport.
J-1 Professor or Researcher	I-94 Departure Record card and DS-2019 Form, Certificate of Eligibility (J-1 status) and Copy of US Visa from your passport.
J-2 Spouse	I-94 Departure Record and a Valid (unexpired) Employment Authorization Card and Copy of US Visa from your passport.
H-1B Worker	I-94 Departure Record and Form I-797 Notice of Action (H-1 Approval Notice) and Copy of US Visa from your passport.
Other USCIS Classifications	Please contact the ANL Payroll Manager.

**Section V. THIS SECTION IS TO BE COMPLETED BY DIVISION REPRESENTATIVE**

<p><b>Purpose for submitting this form. Individual is...:</b></p> <p><i>(Check One.)</i></p> <p>New to the Laboratory                  Previously Employed as Student Assistant                  Changing VISA Status                  Renewing Tax Treaty</p> <p>Independent Contractor/Honorarium \$ _____</p> <p>Other \$ _____</p>	<p>Division Contact Person: _____</p> <p>Position Title: _____</p> <p>Division Name: _____</p> <p>Laboratory Address: _____</p> <p>E-Mail Address: _____</p> <p>Phone Number: _____</p>
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