

Instructions to complete UW Certificate of Foreign Status and Activities/Services performed Outside of the United States

UW CERTIFICATE OF FOREIGN STATUS AND ACTIVITIES/SERVICES PERFORMED OUTSIDE OF THE UNITED STATES

Name: _____ 1

Employee ID No (EID): _____ 2

Country of Citizenship: _____ 3

Country of Residence: _____ 4

I certify, under penalties of perjury, that I am not a U.S citizen or a resident of the United States and that all of the activities/services performed for the University of Washington during the calendar year 5 or for the period beginning 6 and ending 7 will be performed outside of the United States. I will notify the University of Washington if my citizenship or residency changes or if services are to be performed within the United States.

8 Signature

9 Date

Please attach proof of citizenship, residency and letter of support from your department stating that all services will be performed outside of the United States.

Forward completed UW Certificate of Foreign Status and attachments to:
University of Washington Payroll Office
Box 359555
Seattle, Washington 98195

Payments made to a foreign national who performs services outside of the United States are not subject to federal Withholding tax, Social and Medicare tax, nor is there any U.S. reporting obligation.

The foreign national will need to complete the Certificate of Foreign Status and Activities/Services Performed Outside of the United States form, and submit with the required documents to the Payroll Office.

1. Enter your name (Last name, First name).
2. Enter your Employee Identification number (EID). Please Contact your Payroll Coordinator if you do not know your employee ID number or visit Employee Self-Service.

<http://f2.washington.edu/fm/payroll/payroll/ESS>

3. Entry your Country of Citizenship.
4. Enter your Country of Residence.
5. Enter the calendar year.
6. Enter the period beginning (mm/dd/yy).
7. Enter the period ending (mm/dd/yy). If this is the permanent position, write “no an end date”.
8. Sign the certificate.
9. Date the certificate.

Forward the completed UW Certificate of Foreign Status with proof of citizenship and residency, and departmental letter of support, to Payroll Office, Box 359555.