

BULLETIN 118

To: All Non-Residents on "H1", "J1" and "F1" Visas
Subject: **2009 Visa Update & Tax Treaty Update**
Date: December 3, 2008

The Human Resource/Payroll system indicates that you are currently on either a "H1", "J1" or "F1" visa.

If your current status of "H1", "F1" or "J1" is still valid, please complete the **Foreign National Information Form** available on the web at the address below. Please copy and paste to your browser if you are unable to open the link.

http://www.miami.edu/payroll/Forms/Foreign_National_Information_Form.doc

The completed form and required documents must be submitted to the Payroll Office for processing.

**Payroll Office
1507 Levante Avenue
Room 241
Locator 1425**

Based on your answers, the required tax forms W-8BEN, Form 8233, and/or W-9 will be pre-printed for your signature. **Failure to sign and return these forms will result in the loss of any tax treaty claim and will result in the deduction of federal withholding taxes from your paycheck beginning January 1, 2009.**

If you have any questions, please call the number that corresponds with your last name:

Last names beginning:	A-F	284-3549
	G-O	284-3534
	P-Z	284-3527