

# PAYROLL BULLETIN

December 22, 2008

Issue Number 121

Subject: New W-5 Forms Required for 2009

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Several employees filed an Earned Income Credit Advance Payment Certificate (W-5) in 2008. This exempt status expires on December 31, 2008.

To extend your EIC advance payment status for 2009, a new W-5 (available on the Payroll website) must be completed and sent to the Payroll Office by December 31, 2008. Payroll checks issued after January 1 will not reflect your advanced credit unless a **new W-5** has been received.

The W-5 form, which can be filled in, printed and mailed to the Payroll Office is available at: <http://www.irs.gov/pub/irs-pdf/fw5.pdf>

**If you are a non-resident alien employee on a visa type “F”, “J” or “H”, you can not claim the EIC on a W-5 form. You must complete and submit a Foreign National form available at:**

[http://www.miami.edu/payroll/Forms/Foreign\\_National\\_Information\\_Form.doc](http://www.miami.edu/payroll/Forms/Foreign_National_Information_Form.doc)

**Please post this notice so that students working in your department are notified.**

Payroll Office  
P.O. Box 248106  
1507 Levante Avenue  
Coral Gables, Florida 33124-1425  
(305) 284-3664