PAYROLL FORMS INSTRUCTIONS – Non-U.S. Citizens and Residents

Please read the instructions below; then PRINT OUT, COMPLETE AND RETURN the attached payroll forms. Please follow directions CAREFULLY; mistakes on payroll documents can result in a delay of pay.

COMPLETE ALL FORMS IN BLACK INK

W-4 Form
Complete sections 1 thru 3; proceed to section 4, sign and date.
NOTE* Section1: COUNTY of residence – NOT COUNTRY of residence.

PLEASE NOTE:

Section 2 If claiming exemptions for Federal taxes please read line 7 and enter “exempt” otherwise you must enter total number of allowances you are claiming on line 5.

Section 3 If claiming exemptions for Maryland State taxes please read line 3 and put a check in boxes (a) and (b) enter the applicable year and enter “exempt” otherwise you must enter total number of allowances you are claiming on line 1.

NO N/A’s or zero’s, or slashes are allowed on lines that are not being used.

Section 4 Sign and date

FORMS FOR VISA HOLDERS AND RESIDENTS:
Use NRA Tip Sheet to find your resident or Visa Status and identify the forms you are required to complete and documentation required to be provided.

ALL must complete a Citizenship Status Form (2016 form can be found on the college website or at this link: https://uhr.umd.edu/wp-content/uploads/2016-Citizenship-Status-Form.pdf)
  - Please note this form must be completed on a yearly basis as long as you are employed by the University along with tax and immigration documents

All and most current NRA form can be found on the UHR website: https://uhr.umd.edu/phr/nra-resources/

REMINDER ALSO REQUIRED:
1-9 Employment Eligibility Verification Form: Complete section 1. Please provide a clear copy of the attached “Lists of Acceptable Documents” provided on the last page.

Employee Information/Data Collection Form

Direct Deposit Form

Emergency Contact Information Form