



**CAL STATE LA UNIVERSITY AUXILIARY SERVICES, INC.**

5151 State University Drive, GE 310

Los Angeles, California 90032

Tel: 323.343.2530

Fax: 323.343.5915

## Non Resident Alien Notification Form

**All fields must be completed**

### Payee Information

**Last Name:** \_\_\_\_\_

**First Name:** \_\_\_\_\_ **Middle Name:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Please provide an email that you access on a daily or frequent basis. Please print clearly.**

**Check One:**       **Faculty/Staff/GA**       **Consultant**       **Student Assistance**

**Department:** \_\_\_\_\_

#### **Why we are collecting this information:**

Cal State LA UAS, Inc. can not issue payments to you until information regarding your immigration status is provided. This information will be used to determine your correct withholding allowances for taxation purposes. The Internal Revenue Service (IRS), the U.S. government tax authority, has issued strict regulations regarding the taxation and reporting of payments made to non-United States citizens. As a result, Cal State LA UAS, Inc. may be required to withhold U.S. income tax and file reports with the IRS in connection with any payments made to you.

#### **What to expect:**

Within a few days, you will receive an email message at the email address you provided, notifying you to log on to the GLACIER Online Tax Compliance System. The email will contain the Institution ID and your password required to log on to the system. For your convenience, Cal State LA UAS, Inc. allows you to provide information and complete the necessary forms via the internet from any web-accessed computer. **YOU MUST LOG ON TO THE GLACIER ONLINE TAX COMPLIANCE SYSTEM AND PROVIDE THE REQUESTED INFORMATION**

#### **Failure to comply:**

I understand that if I do not provide the requested information, Cal State L.A. UAS, Inc. is unable to honor the withholding exemption and other terms of my tax treaty. The maximum amount of U.S. tax will be withheld from any payments made to me.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**If you have questions:** Contact Financial Reporting Accountant, Alberto Contreras at (323) 343-3568 or email at [acontr134@calstatela.edu](mailto:acontr134@calstatela.edu).

#### **For office use only**

Tax Administrator: \_\_\_\_\_ Date Received \_\_\_\_\_

Date Email Notification/Password sent: \_\_\_\_\_