

Tax Compliance Notification Sheet (For Non-U.S. Citizen)

The Internal Revenue Service (IRS) – the U.S. government tax authority – has issued strict regulations regarding the taxation and the reporting of payments made to both U.S. and Non-U.S. citizens. As a result, the City University of New York (CUNY) may be required to withhold U.S. income tax and file reports with the IRS in connection with payments made to you by CUNY.

U.S. Citizens and U.S. Permanent Resident Aliens:

Please complete the attached Form W-9 (Request for Taxpayer Identification Number) and return it to the CUNY Representative who provided this document to you. Do not complete any other information on this form.

Non-U.S. Citizens and Non-U.S. Permanent Resident Aliens:

All individuals who are not citizens or permanent resident aliens of the United States are required to complete an Individual Record using the SPRINTAX TDS Online Tax Compliance System. SPRINTAX TDS is accessible via the Internet from anywhere in the world. Please complete the information below to receive a password along with instructions on how to access SPRINTAX TDS. An e-mail will be sent to you from noreply@sprintax.com. You must follow the instructions in the email as soon as you receive it. If you do not receive the password, please contact the Non-Resident Alien Tax Specialist. **DO NOT complete a Form W-9.** SPRINTAX TDS is accessible via the Internet from anywhere in the world. When you receive your password and instructions, please complete the information in SPRINTAX TDS immediately. If you need assistance, please contact the Non-Resident Alien Tax Specialist. Payments will not be made until all required information is entered into SPRINTAX TDS and all forms are submitted for processing. **Please note that a consultant or guest speaker is responsible for entering the U.S. under a visa or visa waiver that allows payment for services, including honorarium or guest speaker fees (if applicable), and/or reimbursement for travel (if applicable). If already present in the U.S., appropriate permission must be received from the host institution prior to arrival at CUNY. The Non-Resident Alien Tax Specialist for Accounts Payable is located at:**

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|---|---------------------------|
| NAME OF THE NON-RESIDENT ALIEN TAX SPECIALIST | Jacqueline V. Galang |
| ADDRESS | 2900 Bedford Avenue |
| CITY, STATE, ZIP CODE | Brooklyn, NY 11210 |
| PHONE | 718-951-5241 |
| EMAIL | jgalang@brooklyn.cuny.edu |

I have been notified of my requirement to complete certain information in SPRINTAX TDS. I understand that a password and instructions for access to SPRINTAX TDS will be sent to me via email. I have included my email address and phone number below:

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|--|--|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | | |
| Non-U.S. Citizen/Permanent Resident Alien Name (Print) | Email Address (CUNY email recommended) | | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Phone number | CUNYfirst ID | Date | Signature |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| CUNY Representative Name (<i>please print</i>) | Date | Signature | |



Submit:

Original to CUNY Representative
Copy to the Non U.S. person