

## SAIC-Frederick, Inc. Foreign National Tax Information Form

All applicable questions below must be answered. A copy of both sides of your I-94 Form "Arrival and Departure Record" (a small white card inside your passport) and a copy of your U.S. VISA from your passport must be attached to this form in addition to the applicable forms listed on Page 3. **This form and applicable document copies must be returned before any payment can be issued by Accounts Payable.**

**This section is to be completed by Program Area Representative.**

Purpose for submitting this form:	
<input type="checkbox"/> Seminar Speaker/Honorarium	Fee: _____ Expenses: _____
<input type="checkbox"/> Consultant	Fee: _____ Expenses: _____
<input type="checkbox"/> Guest Researcher	Expenses: _____
<input type="checkbox"/> Other _____	Fee: _____ Expenses: _____
Dates Individual will be visiting NCI-Frederick _____ to _____	
Department Contact Person _____	
Telephone Number _____	

**The remainder of this form (both sides) is to be completed by Foreign National. See instructions on Page 4.**

1. Last or Family Name		First	Middle	Mr., Mrs., Ms., Dr. (Circle One)
2. Social Security # or Individual Taxpayer Identification Number (ITIN)		3. Date of Birth		
		_____ / _____ / _____ Month Day Year		
4. U.S. Local Street Address _____ Address Line 2 _____ Address Line 3 _____ City _____ State _____ Zip Code _____ Telephone Number ( ) _____		5. Foreign Residence Address _____ Address Line 2 _____ City _____ Postal Code _____ Province/Region _____ Province/Region Postal Code _____ Country _____		
6. Country of Citizenship		7. Country that issued Passport		
8. Passport #		9. Visa # (not the control number)		
10. Your Current U.S. Immigration Status:				
<input type="checkbox"/> U.S. Immigrant/Permanent Resident <input type="checkbox"/> F-1 Student <input type="checkbox"/> TN Canadians and Mexicans <input type="checkbox"/> J-1 Exchange Visitor <input type="checkbox"/> H-1 Temporary Employee <input type="checkbox"/> Other _____ <input type="checkbox"/> B-1/B-2 Visitor for Business/Pleasure				
11. If Immigration Status is J-1, What is the Category? <b>Check Only One</b>				
<input type="checkbox"/> 01 Student <input type="checkbox"/> 05 Professor <input type="checkbox"/> 12 Research Scholar <input type="checkbox"/> 02 Short Term Scholar <input type="checkbox"/> 07 Alien Physician <input type="checkbox"/> Other _____				
12. What is the Primary Purpose of your Current Stay in the U.S.? <b>Check Only One</b>				
<input type="checkbox"/> 01 Studying in a Degree Program <input type="checkbox"/> 05 Observing <input type="checkbox"/> 09 Demonstrating Special Skills <input type="checkbox"/> 02 Studying in a Non-Degree Program <input type="checkbox"/> 06 Consulting <input type="checkbox"/> 10 Clinical Activities <input type="checkbox"/> 03 Teaching <input type="checkbox"/> 07 Conducting Research <input type="checkbox"/> 11 Temporary Employment <input type="checkbox"/> 04 Lecturing <input type="checkbox"/> 08 Training <input type="checkbox"/> 12 Here with Spouse				



**SAIC-Frederick, Inc.**  
**Foreign National Tax Information Form**  
**Documents Required**

Copies of the following documents must be attached to the Foreign National Tax Information Form.

<u>Visa Category</u>	<u>Documents Required</u>
B-1/B-2	Passport, Visa, and I-94
EAD	Passport, Visa, I-94, and EAD
F-1	Passport, Visa, and I-94
H-1B	Passport, Visa, I-94, and I-797 Approval Notice
J-1	Passport, Visa, I-94, and DS-2019
O-1	Passport, Visa, I-94, and I-797 Approval Notice
TN-1	Canadian or Mexican Passport or identity document and I-94

Definitions of Documents:

**I-94** - "Arrival and Departure Record"; a small white card inside your passport; both sides must be copied

**I-797** - "Notice of Action"; document issued by the INS stating that action has been taken on a particular application or petition filed with the INS

**DS-2019** - Issued by J-1 program sponsor; bears description of the parameters and the duration of the program

**SAIC-Frederick, Inc.**  
**Foreign National Tax Information Form**  
**Instructions for Completion**

1. **Name:** Print full name.
2. **Social Security Number:** Enter U.S. Social Security Number issued by the U.S. Social Security Administration. Do not list numbers not assigned by the U.S. Social Security Administration, i.e. Canadian social security numbers. If you do not have one, enter your Individual Taxpayer Identification Number (ITIN) issued by the IRS. If you do not have a SSN or an ITIN, leave the box blank.
3. **Date of Birth**
4. **U.S. Local Address:** List your local home address if applicable.
5. **Foreign Residence Address:** List your permanent non-U.S. address.
6. **Country of Citizenship**
7. **Country that issued Passport:** List country in which you were issued your passport. Not the country where it was issued.
8. **Passport #:** Enter your passport number.
9. **Visa #:** List your visa number (not the control number). It is usually an eight-digit number found below the expiration date.
10. **Current U.S. Immigration Status:** Check the type of visa you currently hold. If you check "U.S. Immigrant/Permanent Resident," holder of a "green card," you may proceed to the bottom of the form and sign.
11. **Immigration Status for J-1:** Check the appropriate J-1 subtype.
12. **Primary Purpose:** Check only one activity.
13. **Actual Entry Date into the U.S.:** Must include month, day, and year. Approximate if you do not know.
14. **Start Date:** Must include month, day, and year.
15. **End Date:** List the last date you anticipate being in the U.S. on your current visa status. Must include month, day, and year. Approximate if you do not know.
16. **Married?:** Check appropriate boxes and fill in the number of dependents. This information is needed for certain tax treaty exemptions.
17. **Country of Tax Residence:** Tax residence is where you last paid taxes as a resident. Tax residency ends when you move your permanent residence out of the country.
18. **Fixed base?:** Check the appropriate box. This includes any office at any location specifically identified with you. This information is needed for certain tax treaty exemptions.
19. **Prior U.S. Immigration Activity:** List all periods of stay in the U.S. during the last 3 calendar years and all F, J, M, or Q visa periods since January 1, 1985. Please be complete!

**Please be certain that ALL questions are answered. Sign the form at the bottom as you would a business letter and write today's date.**