

## U.S. TAX INFORMATION FOR NONRESIDENT ALIEN CONSULTANTS AND GUEST SPEAKERS

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, the University of Rochester (the "University") may be required to withhold U.S. income tax and file reports with the IRS in connection with payments made by the University to guest speakers who are not U.S. citizens or permanent resident aliens (greencard holders) and who receive compensation for services performed and/or reimbursement for travel.

The University must determine whether you will be treated as a "resident alien" or a "nonresident alien" for U.S. tax purposes. Guest speakers who enter the U.S. under a visitor's visa (e.g., B-1 or B-2) or a waiver of a visa (e.g., WB or WT) are generally treated as nonresident aliens if they are present in the U.S. for a total of less than six months over a three year period. Guest speakers who are present in the U.S. under a J-1 visa are usually considered nonresident aliens for the first two calendar years present in the U.S.

**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 honoraria or guest speaker fees, (if applicable) and/or reimbursement for travel (if applicable).**

To make the necessary tax decisions, the University will collect appropriate information from you via the **GLACIER** Online Tax Compliance System. All consultants and guest speakers will receive an email containing a password and instructions on how to access the **GLACIER** Online Tax Compliance System. The **GLACIER** system is accessible via the Internet from any web-accessible computer from anywhere in the world. When you receive your password and instructions, you must enter the appropriate information in the **GLACIER** system immediately. The **GLACIER** system is simple and convenient to use; however, if you need additional information, you may contact the Nonresident Alien Tax Specialist at the telephone number or email address listed below. Once **GLACIER** has determined your U.S. tax status, if you are a nonresident alien, a tax equal to 30 percent is generally required to be withheld. Taxable items include, but are not limited to, the following: honoraria, consulting fees, compensation, speaker fees, living allowances, and cash awards.

The U.S. maintains income tax treaties with over 63 countries, and certain taxable payments made by the University to you may be exempt from U.S. tax based on an income tax treaty entered into between the U.S. and your home country. The existence of a tax treaty does not automatically ensure an exemption from taxation; rather, you must satisfy the requirements for the exemption set forth in the tax treaty. To be considered for a tax treaty exemption, you must complete the required information in the **GLACIER** system; any applicable tax treaty exemption forms will be completed and you may print the forms directly from the **GLACIER** system. **A 30 percent withholding tax will be deducted from compensation payments made to guest speakers (i) who are from countries that do not maintain an income tax treaty with the U.S., (ii) whose payment does not qualify for exemption under a tax treaty, or (iii) who do not complete the GLACIER system in a timely manner.**

If your data and treaty exemption forms are submitted after the University has deducted tax from a payment to you, the University cannot refund the tax to you; you must file a U.S. income tax return at year-end to apply for a refund of tax withheld from the IRS. Please note that the University is also required by law to report to the IRS all payments made to a nonresident alien, or third party on his or her behalf.

All individuals who receive payment from the University are also required by law to disclose their U.S. social security or individual taxpayer identification number. If an individual does not have a social security or individual taxpayer identification number, he or she is required to complete Form W-7 and submit the form and supporting documentation **in person** to the University's Nonresident Alien Tax Specialist.

All guest speakers who are not citizens or permanent resident aliens of the U.S. are required to complete tax information forms prior to receiving any payments. If you have additional questions about how to complete the required forms or need information concerning tax withholding obligations, please contact the Nonresident Alien Tax Specialist at 585-275-7880 or glacier@hr.rochester.edu.