COMPLETE ALL INFORMATION 1-6, as noted on the form. Special instructions for international students are as follows:

(1) Street address: This should be your permanent address.
  • If you will be graduating this year please use the address where you want your year-end tax statement (W-2) to be sent.

(2) Single: You must check the box for “single” even if you are married.

(3) Allowances:
  • Federal: You should enter “1” in this box.
  • State & City: You should enter “0” in these boxes, or you may end up owing taxes.
  • Write “Non-Resident Alien” or “NRA” on line 5 on the dotted line.

(4) Additional Amount:
  We cannot advise you about your tax withholding. However, the following may be helpful:
  • If your total wages are less than the personal exemption amount ($3,300 for 2006) you will have ZERO FEDERAL WITHHOLDING under the new rules. Also, if your only US source income for the year is wages that are less than $3,300 you will not have to submit a Form 1040NR-EZ.
  • If your total wages exceed $3,300 you may owe taxes with your tax return and be subject to under withholding penalties and interest. The amount of under withholding will depend upon when the new payroll calculations are implemented in this year and your salary for the year.

(5) Exemptions: Leave this section blank. You may not claim "Exempt."

***Other Notes:
What if I do not submit a new Form W-4 (for Returning Students ONLY)?
  o If you have previously submitted a Form W-4 to Payroll, which may include an additional withholding amount, your prior W-4 Form will remain effective. You should submit a new W-4 Form at least by the effective date of the new payroll calculations.