

Federal Tax Withholding

International Employee Self-Service Instructions

**Nonresident Alien for Tax Purposes Only*



There are specific federal income tax withholding laws in effect for international faculty, staff, and students who are **non-resident aliens for tax purposes**. Generally, you are a **non-resident alien for tax purposes** if you do not meet either the “green card test” or the “substantial presence test” for the calendar year. The below instructions will guide you through the self-service election process for your federal tax withholding.

What You’ll Need

- Your active NetID and password (see below for activation instructions);

NetID Activation

If your NetID is already active, please proceed to step 1 below.

- New employees:** To activate your NetID and choose a password, please visit <https://accounts.nd.edu/activation>. (Your NDID number and birthdate are required. For more information on your NDID number, visit <https://oithelp.nd.edu/netid-and-passwords/ndid/>.)



[InsideND](#) is the University’s employee self-service website. The [Tax Withholding Elections](#) task can be located using the search option. Note: your screen layout may differ.

Federal Tax Withholding Self-Service Instructions for nonresident aliens for tax purposes

- Go to InsideND, <http://inside.nd.edu/> and login with your NetID and password.
- Search for the [Tax Withholding Elections](#) task.
- Click on [Tax Withholding Elections](#) task.
- Click on [Federal Tax Withholding](#). Your current Withholding information will be displayed on this page.
- Click on [Update](#) which is centered at the bottom of this page.
- Under *Federal Tax*, complete the following:
 - The *Deduction Effective as of date* is the earliest date your new withholding elections are to be applied.
 - Enter the requested *Effective Date of Change*. This can be a current or future dated request.
 - Select your *Deduction Status*.
 - The deduction status should remain *active* unless you meet the listed criteria.
 - Choose a *Filing Status* of single
 - Enter “1” for the *Number of Allowances*
 - Enter “1” in the NRA box
 - If desired, enter an *Additional Withholding* dollar amount to be withheld for federal tax during each pay period.
 - Click [Certify Changes](#).
 - Click [Submit](#) to confirm your Federal Tax Withholding elections.

GENERAL COMMENTS FOR SELECTION OF SELF SERVICE FEDERAL AND STATE WITHHOLDING TAX ELECTIONS BY INTERNATIONAL FACULTY, STAFF AND STUDENTS

There are specific federal income tax withholding laws in effect for nonresident aliens. Generally you are a resident alien for tax purposes if you meet either the “green card test” or the “substantial presence test” for the calendar year. Any person not meeting either test is generally a nonresident alien for tax purposes.

On wage or salary payments to nonresident alien employees, the University must withhold U.S. income tax at the normal graduated rates that are applicable to all U.S. employees. The Internal Revenue Service treats income earned by nonresident aliens differently from income earned by U.S. citizens and resident aliens in two ways: by limiting the number of personal exemptions that can be claimed by nonresident aliens and by prohibiting many nonresident aliens from claiming the standard deduction when filing U.S. income tax forms each year.

If you have questions, please contact Payroll Services at 574-631-7575

The Form W-4 must be completed according to the following restrictions so that the University can withhold the correct amount of federal income tax from each paycheck:

- A nonresident alien for tax purposes must select a filing status of "single" regardless of actual marital status.
- A nonresident alien for tax purposes must enter a "1" for number of allowances. There are certain exceptions for American Nationals and residents of Canada, Mexico, Japan, South Korea and India. However, due to payroll system limitations, additional withholding allowances are not available to University of Notre Dame employees. If you meet the criteria for an exception, you will be able to claim the additional personal exemption(s) on your U.S. Federal Income Tax Return.
- A nonresident alien for tax purposes is required to enter a "1" in the NRA box.
- **A nonresident alien for tax purposes is specifically instructed NOT to claim an "exempt" withholding status.**

TAX TREATIES

If you believe you are eligible to claim exemption from income tax under an income tax treaty, Form 8233 should be completed in addition the tax withholding elections selected. These elections will apply at the time a treaty-based income tax exemption expires or no longer applies.