

TAX TREATY FOR INTERNATIONAL STUDENTS

General info on tax treaties: <http://www.finance.umich.edu/finops/payroll/forms/taxtreaties>

Countries with tax treaties: <http://www.finance.umich.edu/system/files/finops/Scholarship-Fellowship+Treaty+Countries.pdf>

Fellowship funds (such as master's project/practicum/integrated seminar) awarded to international students are taxed at 14% **before** the funds are disbursed **unless** there is a tax treaty in place with the home country **AND** they have completed and submitted the required forms to Payroll (3003 S. State Street G395 Low Rise Wolverine Tower, campus zip 1279. Can use the drop box on the 3rd floor of the Undergrad Library.) [See below for links).

- Alien Certificate [Once Payroll has the form, they can determine the student's residency status to make sure they are taxed correctly.]
- W-8BEN
- If student does not have a Social Security Number--**see NOTE**

NOTE: If students are from a tax treaty country, but do not have a US social security number, they will need to apply for an ITIN (Individual Tax Identification Number) if they want to take their country's tax treaty benefits and not be taxed on their payment. If that is the case, notify Leslie Brown, Payroll Manager, leslibro@umich.edu, as the students will need to make an appointment with the Payroll office to complete additional paperwork there.

NOTE: Anyone who is here on a J-1 visa is eligible for a US social security number (SSN) and should not apply for an ITIN, but rather should obtain an SSN.

ITIN—complete at the Payroll Office, by appointment only

Tanesha McLaughlin, tanescml@umich.edu, Payroll Tax Specialist, 734/764-1485

Kim Hassan, khassan@umich.edu, Payroll Business Systems Analyst, 734/615-4881

Leslie Brown, leslibro@umich.edu, Payroll Manager, 734/647-3964

Students from tax treaty countries should make an appointment with the Payroll office and will need to bring the following paperwork (3003 S. State Street, Wolverine Tower, Low Rise):

- 1) Alien Certificate
- 2) Passport
- 3) Visa if they have one (it should be in their passport book)
- 4) I-20
- 5) I-94 or ESTA paperwork if they have it
- 6) Students can complete the Form W-8BEN at Payroll
- 7) Students can complete Form W-7 (ITIN application) at Payroll

- 1) Alien Certificate Form: http://finance.umich.edu/system/files/Alien_Certificate_2015.pdf
- 2) Form W-8BEN (only needs to be submitted every 5 years): <https://www.irs.gov/pub/irs-pdf/fw8ben.pdf>
- 3) Form W-7: <https://www.irs.gov/pub/irs-pdf/fw7.pdf>

DIRECT DEPOSIT:

To sign up for direct deposit: Wolverine Access>Student Business>Payroll and Compensation>Direct Deposit

Refund details can be viewed in Wolverine Access: Student Business>Account Inquiry, then click the “activity” tab.

If a refund is not received as expected, contact Student Financial Services, um-sfo@umich.edu, 734/764-7447.