



# THE UNIVERSITY OF TEXAS RIO GRANDE VALLEY

## Tax Withholding Information Form (TWIF) International Individuals

### INSTRUCTIONS

Cu'cp'lpvgtpcvqpcnlpf kxf wcn' qw'y knlpggf "q'wdo k'yj g"Vcz"Y kj j qrf lpi "kphqto cvkqp"Hqto "VY Hf'cpf "egt vclp"lo o ki tcvkqp"fqewo gpw'q"vzleqo r nlcpegB wti xQgf w'q"  
unctv' qwt' r c' o gpv'vz "cuuguo gpv' r tqhkg0

#### Vcz"Y kj j qrf lpi "kphqto cvkqp"Hqto "VY Hf'

E'""Tgxlgv "cpf "hmqy "kputwvqpu'hkugf "dgmuy O'  
E'""Uwdo k' qwt'eqo r ngvgf "VY Hf'cpf "lo o ki tcvkqp"fqewo gpw'xlc"gpct { r vgf "go ckl'q"vzleqo r nlcpegB wti xQgf w'hqt' r tqeguukpi 0  
E'""C"Vcz"Eqo r nlcpeg'tgr tsgpvcvkg'y knlpqwh' "{ qw'd { "go ckl'y j gp" { qwt'VY Hf'cpf "lo o ki tcvkqp"fqewo gpw'j cxg'dggp'tgegkxgf O'

Vj g'hmqy lpi "kphqto cvkqp"y knldg'pggf gf "q'eqo r ngvgf" qwt'pqptgukf gpvindividual vcz" r tqhkg<

#### 30 ~~Retuqpcn'kphqto cvkqp:"~~

c0' [ qwt'hwnl'pco g."cu'k'cr r gctu'qp" { qwt'fqewo gpvcvkp0  
d0' [ qwt'Egwpvt { "qh'Eksk' gpvj kr."qt" { qwt'j qo g'eqwpvt { 0  
e0' Go r nq { ggu'Qpn { <  
'" k0'Gzr gevgf "lqd'unctv'fcvg0  
f0' Qr vqpcn'Ugeqpf ct { "eqpcev'kphqto cvkqp"r j qpg'pwo dgt'cpf kqt"go ckn-  
\*\*\*\*\*k0' qwt'WWTI X'go ckl'y knldg'wugf "cu" { qwt'r tlo ct { "go ckl'ht'cmleqo o wplecvkpu0

#### 40 ~~Gqetqple'eqr lgu'q'h'y g'hmqy lpi "lo o ki tcvkqp"fqewo gpw'xlc"gpct { r vgf "go ckl'~~

c0' Uqelen'Ugewk { 'Ectf"  
d0' Rcuur qt v"  
e0' XKUC"ewt'gvp'cpf "cp { "XKUC"kuwgf "y kj lp'yj g'hcu'ukz "8+" { gctu"  
f0' K; 6'Cttkxcr'cpf "F gr ctwt'g" Tgeqtf"  
g0'\*\*\*\*\*K42" Hq' H'3" XKUC"j qrf gtu'qpn { +\*\*\*\*\*  
f. F U/423; "Hq' L/3" XKUC"j qrf gtu'qpn { +  
i 0'\*\*\*\*\*Go r nq { o gpv'Authorization Card (If applicable)

#### 50 Information should be submitted via encrypted email. "

c0' kputwvqpu'qp'j qy "q'ugpf "cpf "tgegkxg"gpct { r vgf "go ckl'ecp'dg'hqwpf "cv'yj g'hmqy lpi "WWTI X'y gdr ci g<"Ct'vleg"/"Gpet { r v'cpf "F get { r v'Go ckl'wti xQgf w0  
d0' Cnlf qewo gpvcvkp'uj qwf "dg'wdo kwgf "q'vzleqo r nlcpegB wti xQgf w0  
e0' kpgt'pcvqpcn'go r nq { ggu'uj qwf "eqpcev'Tgpcvq'T qp { crg { "t'gpcvq { qp { crg { B wti xQgf w'hqt'ur gekhle'kps wklgu0"  
f0' kpgt'pcvqpcn'uwf gpw'uj qwf "eqpcev'Hector Sanchez"hector.sanchezB wti xQgf w'hqt'ur gekhle'kps wklgu0  
\*\*\*\*\*

#### For Reference:

**Internal Revenue Code Section 1441** – All withholding agents must withhold federal income tax from all payments made to, or on behalf of, a nonresident individual. Payroll payments are subject to all federal and state tax withholding and reporting requirements, unless a tax exemption applies. Examples of payroll federal tax withholding are: federal income tax, Social Security tax, and Medicare tax. Nonqualified scholarship payments are subject to 30% federal income tax withholding, unless a tax exemption applies.

UTRGV is required by **Internal Revenue Service (IRS) Code Section 1441** to determine an international individual's tax residency status prior to issuing a payment to an international individual.

An **international individual** is any individual who is not a U.S. Citizen (born or naturalized) or a U.S. Lawful Permanent Resident ('Green Card' holder). If you are present in the U.S. under a VISA status, as a DACA recipient, or as an asylum recipient, you will need to provide documentation.

**Nonresident** – For U.S. tax purposes, a nonresident for tax purposes is an individual who is not a U.S. Citizen, or a U.S. Lawful Permanent Resident ('Green Card' holder), or does not meet the requirements of the Substantial Presence Test.

**Resident** – For U.S. tax purposes, a resident for tax purposes is an individual who is a U.S. Citizen, a U.S. Lawful Permanent Resident ('Green Card' holder), or does meet the requirements of the Substantial Presence Test.

**THE UNIVERSITY OF TEXAS RIO GRANDE VALLEY**  
**Tax Withholding Information Form**  
**International Individuals**

To be completed by any non-US citizen and non-US permanent resident who will be receiving any form of payment by Payroll, Accounts Payable, or anyone receiving tuition remission/scholarship.

Student ID \_\_\_\_\_

Employee ID \_\_\_\_\_

Immigration documents that must be attached to this form include:

- \_\_\_\_\_ a. Both sides of I-94 Form "Arrival and Departure Record"  
\_\_\_\_\_ b. United States VISA (from passport)

- \_\_\_\_\_ c. Form I-20 or DS-2019  
\_\_\_\_\_ d. Social Security (SSN) or Individual Taxpayer Identification (ITIN) card

**I. GENERAL INFORMATION**

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Name: Family Name First (Given Name) Middle Name

Circle Marital Status:	Single	Married
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Date of Birth

--

Local Address :


Street Address

--

City State Zip Code

Foreign Address:


Street Address

--

City Postal Code Providence/Region Country

Country of Citizenship

--

Country of Tax Residence

--

Current Visa Type

--

Have you ever had another Immigration status in the U.S.?

--

If J1, circle one type: Student, Professor, Research Scholar, Short-term Scholar, Physician

PURPOSE of U.S. Visit: Indicate one

- |  |                           |
|--|---------------------------|
| _____ Studying in a Degree Program     | _____ Consulting          |
| _____ Studying in a Non-Degree Program | _____ Conducting Research |
| _____ Teaching/Lecturing               | _____ Training            |

If Student, indicate type of student:

Undergraduate

--

Masters

--

Doctoral

--

Department Issuing Payment

--

Social Security Number / Individual Taxpayer Identification Number

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*Disclosure of your social security number (SSN) or Individual Taxpayer Identification Number (ITIN), is requested for compliance in reporting to Federal and State agencies. Disclosure is governed by law under Section 6109 of the Internal Revenue Code and Treasury Regulation 301.6109-1©. It is further governed by the Public Information Act (Chapter 552 of the Texas Government Code) and University policies.*

UTRGV E-Mail Address

--

Other E-Mail Address

--

Telephone-Home

--

Telephone-Work

--

Passport Number

--

Passport Expiration Date

--

Visa Number

--

(Control Number)

II. IMMIGRATION ACTIVITY

Date First Entered USA to Live / Study / Work

Detail the number of days your were physically present in the U.S. during the calendar years listed below.  
Note: The term "calendar years" refers to the period of January 1 to December 31.

	List Calendar Year	Period(s) physically present in U.S. (list dates below, for example, 1/1/14 to 12/31/14)	Visa Type while present in the U.S.	Have you taken any treaty benefits?	
				Yes	No
Current Year	2025	to			
		to			
		to			
Last Year	2024	to			
		to			
		to			
2 years ago	2023	to			
		to			
		to			
3 years ago	2022	to			
		to			
		to			
4 years ago	2021	to			
		to			
		to			
5 years ago	2020	to			
		to			
		to			
6 years ago	2019	to			
		to			
		to			

The University of Texas Rio Grande Valley is required to comply with the 20 Hour Work Limit (Immigration Rule).

Students are restricted from working over 20 hours per week. Please contact the office of International Admissions and Student Services for further information. International Admissions and Student Services - STAC 3.128 Telephone No: 956-665-2922

The information above will be evaluated by the Payroll/Tax Compliance Office to determine your exemption from social security and federal income tax withholding based on your residency.

By signing the form I hereby certify that the above information is correct to the best of my knowledge. I understand that if my visa or treaty status changes, it is my responsibility to complete a new Tax Withholding Status Form.

I acknowledge that I am aware of the need to disclose my Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN) for reporting to Federal and State agencies as outlined in page 1 of this form. I further acknowledge that in order to comply with the reporting agencies, the Payroll/Tax Compliance Office may need to have the Registrar's Office update my Student record with SSN.

International Individual's Signature

Date

\*\*\*\*\*FOR PAYROLL'S PERSONNEL USE ONLY\*\*\*\*\*

Nonresident for tax purposes		Resident for tax purposes		Salary Basis =	
Scholarship, Fellowship, Grant, Stipend Recipient		Employee		Independent Contractor, Lecturer, Other Visitor	
		Form W-8BEN		Date Filed	
Subject to F/W:	YES or NO	Form 8233		Date Filed	
Subject to FICA:	YES or NO	Form W-9		Date Filed	
Payroll Office: _____ Date _____					