

Certification of Employment Outside of the United States

Salary, or wages, paid to Indiana University employees performing services outside of the United States may have different tax withholding and reporting requirements. It is the responsibility of the employing department to notify Financial Management Services Tax Department (FMS-Tax) when an employee is in this situation. This information will allow FMS-Tax to determine the appropriate tax withholding and reporting obligations of the University on these wage payments.

Please complete the certification form and submit the required documentation when you have knowledge that an employee will be performing services outside of the United States.

1. Employee ID		2. Last Name		3. First Name	
4. Citizenship Country (if not = USA submit copy of passport)					
5. Has the employee received U.S. Lawful Permanent Residence status (green card holder)?				_____ Yes _____ No	
6. Country where services will be performed					
7. Beginning date of overseas appointment				_____ / _____ /20____	
8. Expected end date of overseas appointment. -- If unknown, circle "Duration"			_____ / _____ /20____ OR <u>Duration</u>		
9. Will the employee visit the United States during this appointment to perform services for IU?				_____ Yes _____ No	
10. Department Name					
11. Department Contact Name					
12. Department contact email					

I declare that I have examined the information on this form and to the best of my knowledge and belief it is true, correct, and complete. If any of the information provided above changes in the future I will notify the FMS Tax Department within 2 weeks of this knowledge.

Department Fiscal Officer Signature		Date Signed	
		_____ / _____ /20____	
Employee Signature		Date Signed	
		_____ / _____ /20____	

Date Processed: _____

Processed by: _____

Mail to: FMS-Tax, Poplars Bldg. Room 501, Bloomington

Last updated: January 14, 2006