



## **PAYROLL / TAX INFORMATION for NON-RESIDENT ALIENS**

- Must have valid work visa or EAD (Employment Authorization Document) [contact Visa Office]
- Must have valid U.S.-issued Social Security number [ contact Human Resources Office for information]
- In order to obtain tax treaty exemption, must file FORM 8233 (Social Security number is *required* on this form). Not all countries have a tax treaty with the United States. [contact Payroll Office for information ]
- For appointments involving the regular payroll, additional forms must be completed and submitted per the enclosed “Personnel and Payroll Forms”

Filing of all payroll and tax treaty forms should be done at the earliest opportunity. Otherwise, payment of salary may be delayed and/or withholding at 30% will be required.

### Directory of Smith College Offices

Controller's Office	College Hall 204	413-585-4706
Provost/Dean of Faculty's Office	College Hall 206	413-585-3000
Human Resources Office	30 Belmont Avenue	413-585-2260
Payroll Office	College Hall 204	413-585-2227
Visa Office	Clark Hall	413-585-4943