

## **Hiring international employees this fall? Direct them to CU's international tax specialists** <sup>[1]</sup>

August 15, 2017 by [Employee and Information Services](#) <sup>[2]</sup>

Help keep CU in compliance with federal tax law by directing new international employees to [meet with the university's international tax specialists](#) <sup>[3]</sup>.

All new CU international employees (including students, staff, faculty members and researchers) must meet with one of Employee Services' international tax specialists to determine and document their U.S. tax status.

Many international employees are restricted in how they complete Form W-4—used to determine how much income tax CU should withhold from an employee's pay—so you should never ask a new international employee to fill out this form. Instead, they should complete their W-4 only after consulting with an international tax specialist.

### **Appointments fill fast**

As you're hiring new employees in preparation for the fall 2017 semester, encourage them to [schedule an international tax appointment as soon as possible](#) <sup>[3]</sup>. These appointments fill fast, so it's not always possible for international employees to meet with these specialists before they receive their first pay, but they should schedule at the earliest opportunity and before the end of the calendar year. Employees Services can retroactively adjust pay to correct withholding errors that may result from a delayed appointment. Please note that the timing of this appointment does not affect their ability to work at CU, nor is a Social Security number required at the time of appointment.

For their appointments, international employees should:

- bring their passports, I-94, and immigration document.
- be prepared to review their entire history of presence in the United States, including previous visits in different immigration statuses.

### **Other new hire tips**

Hiring managers must verify international employees' U.S. employment eligibility by contacting those who manage the [Form I-9 processing on each campus](#) <sup>[4]</sup>.

For more information, check out [Employee Services' international employee webpage](#) <sup>[5]</sup>.

[international tax](#) <sup>[6]</sup>, [international employees](#) <sup>[7]</sup>, [international employee](#) <sup>[8]</sup>, [taxes](#) <sup>[9]</sup>

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- [1] <https://www.cu.edu/blog/hcm-community/hiring-international-employees-fall-direct-them-cu%E2%80%99s-international-tax-0>
- [2] <https://www.cu.edu/blog/hcm-community/author/23>
- [3] <https://booknow.appointment-plus.com/43rspqeq/>
- [4] <https://www.cu.edu/hcm-community/recruit-hire/completing-e-verify-i-9>
- [5] <https://www.cu.edu/employee-services/international-employee-0>
- [6] <https://www.cu.edu/blog/hcm-community/tag/international-tax>
- [7] <https://www.cu.edu/blog/hcm-community/tag/international-employees>
- [8] <https://www.cu.edu/blog/hcm-community/tag/international-employee>
- [9] <https://www.cu.edu/blog/hcm-community/tag/taxes>