

## **Hiring international employees this fall? Review reminders, direct them to CU's international tax specialists**

[1]

June 29, 2020 by [UIS Communications](#) [2]

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

### **Why is it important to schedule an appointment?**

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

Many of these new employees are restricted in how they complete Form W-4, so they should never be directed to fill out this form without the guidance of an international tax specialist.

### **Appointments fill fast**

As you're hiring new employees for the fall 2020 semester, encourage them to [schedule an international tax appointment as soon as possible](#) [3]. All appointments will be virtual this fall.

These appointments fill fast, and it's not always possible for international employees to meet with these specialists before they receive their first paycheck, but they should schedule at the earliest opportunity and before the end of the calendar year.

The timing of this appointment does not affect an international employee's ability to work at CU, nor is a Social Security number required at the time of appointment. If an appointment is delayed, Employee Services can make retroactive adjustments to correct withholding as required.

### **To ensure they are prepared 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 reminders and tips**

- If you're appointing international students, it's important to know that their non-compensatory stipends may be subject to tax withholding [4].
- Hiring managers must verify international employees' U.S. employment eligibility by contacting those who manage the Form I-9 processing on each campus. [5]

For more information, visit the Employee Services international employee webpage. [6]

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