New international employees? Remind them to meet with the International Tax Office [1]

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The fall semester is approaching fast. Across the University of Colorado’s four campuses, this means an influx of new international students, faculty, researchers and staff. The International Tax Office [3] is an invaluable resource to CU’s international community and provides a vital touchpoint for newly arrived international visitors navigating their personal U.S. tax obligations.

Supervisors and Human Resources offices are asked to reach out to their incoming international employees, and any international students who receive compensation through university payroll, to schedule a new employee appointment [4] with the International Tax Office as soon as possible upon their arrival in the United States.

A prompt meeting with the tax office will help minimize the potential for unnecessary tax withholding errors and later adjustments. More information about this and other responsibilities can be found in the International Tax New Hire Guide [5].

During the initial tax meeting, a specialist will determine the individual’s tax residency status, explain applicable tax rules, review potential tax treaty benefits, clarify their personal tax filing requirements and help them complete Form W-4, if necessary.

These appointments will continue to be virtual, providing flexibility to continue to best meet the needs of CU’s international community.

Keep these tips in mind as supervisors and HR staff work to remind international employees and stipend recipients of this crucial requirement:

- Employees should schedule a meeting [6] as soon as possible. Appointment availability is expected to be impacted by staff constraints through the summer, but new appointment openings will be made available in the weeks ahead. Visitors are encouraged to schedule an appointment as soon as possible but also to check back for earlier openings.
- Although the meetings are virtual, international employees and students should schedule their appointment [6] for a date after they have entered the United States. They will need certain documents (namely, the I-94) that will only be provided once they enter the country.
• Any international employee or student who receives a stipend (3200 job code series) must also meet with the International Tax Office. You can learn more about stipends and scholarships in the International Tax Guide for Stipend Recipients [7].
• It is not necessary that the individual have a Social Security number to schedule their appointment.
• Hiring managers must verify international employees’ U.S. employment eligibility by contacting those who manage the Form I-9 processing on each campus [8].

To ensure they are prepared for their appointments, let your international employees know they will need:

• Digital copies of their passport bio page and visa, I-94 and immigration documents.
• To prepare details (dates, flight numbers, etc.) to review their entire history of presence in the United States, including previous visits in different immigration statuses.

This information is relevant only for international residents entering the United States to work or study with the university. Any department hiring someone who will perform any work outside the U.S. should establish that hire through Global PEO Services [9] rather than HCM. This will ensure the university complies with labor and tax laws in the country where work will be conducted.

For more information, visit the Employee Services International Tax webpage [3].

Sources:
- international employees [10], internation student [11], international tax [12], tax appointment [13], tax forms [14], tax regulations [15]
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- Source URL: https://www.cu.edu/blog/hcm-community/new-international-employees-remind-them-meet-international-tax-office

Links:
- [3] https://www.cu.edu/employee-services/international-employee-0
- [4] https://www.cu.edu/employee-services/international-tax/international-employees/schedule-appointment
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