

Form 8233 Information

Form 8233 is valid for **one (1) year only** and must be completed each calendar year. Without a valid 8233 form on file, federal and state tax will be withheld at the highest rate of single with zero (0) allowances.

Residents of Canada do not need to fill out Form 8233 and the attachment.

There needs to be (3) three copies of 8233:

**One copy to nonresident alien individual

**One copy for University records

**One copy sent to IRS: The University will send a copy to the IRS within 5 days of acceptance.

Tips when completing Form 8233

1. Examples of descriptions to use in Line 11a include:
 - a. Employee Wages Bi-Weekly/Part-Time Hourly
 - b. Employee Wages Bi-Weekly/Graduate Assistant

2. Line 12a should be completed as follows:
 - o Tax Treaty between the U.S. and “Country of Residence” – “Article X”
 - Examples:
 - a. Tax Treaty between the U.S. and People’s Republic of China – Article 20(c)
 - b. Tax Treaty between the U.S. and Bangladesh – Article 21(2)

Typically – Lines 13 and 14 can remain blank.

Be sure to sign and date in Part III.

Part IV Information is as follows:

- . Name: Olivet University
- a. Employer Identification Number: 20-0909475
- b. Address: 250 Fourth Street
- c. City, State, & Zip: San Francisco, CA 94103

In addition to completing the Form 8233 – an attachment to the form also needs to be completed.

Instructions to Form 8233: <http://www.irs.gov/pub/irs-pdf/i8233.pdf>

Form 8233: <http://www.irs.gov/pub/irs-pdf/f8233.pdf>

Attachment to Form 8233: Request a form if the country of residence is one of the followings: BANGLADESH, BELGIUM, BULGARIA, CANADA, CHINA – PEOPLE’S REPUBLIC, COMMONWEALTH OF IS @, CYPRUS, CZECH REPUBLIC, EGYPT, ESTONIA, FRANCE, GERMANY, ICELAND, INDONESIA, ISRAEL, KOREA, LATVIA, LITHUANIA, MOROCCO, NETHERLANDS, NORWAY, PAKISTAN, PHILIPPINES, POLAND, PORTUGAL, ROMANIA, SLOVAK REPUBLIC, SLOVENIA, SPAIN, THAILAND, TRINIDAD & TOBAGO, TUNISIA, VENEZUELA

Note (@): Commonwealth of IS represents the U.S.S.R income tax treaty which includes Armenia, Azerbaijan, Belarus, Georgia, Kyrgyzstan, Moldova, Tajikistan, Turkmenistan, and Uzbekistan.