

The California State University
Office of the Chancellor
401 Golden Shore
Long Beach, CA 90802-4210
(562) 951-4412

Date: June 9, 2000 **Code:** TECHNICAL LETTER
HR/SA
2000-09

To: Human Resource Directors
Payroll Officers

From: Cathy Robinson, Senior Director
Human Resources Administration

Subject: NONRESIDENT ALIEN TAX WITHHOLDING REQUIREMENTS - UPDATE

The Internal Revenue Service (IRS) places restrictions on nonresident aliens' federal tax withholding filing status, limits the number of allowable exemptions and generally prohibits claiming the standard deduction. To avoid underwithholding of income tax, the IRS has requested employers¹ to advise nonresident employees completing Form W-4 to:

1. Not claim exemption from income tax withholding.
2. Request "single" status withholding, regardless of actual marital status.
3. Claim only one allowance (note: if the nonresident alien is a resident of Canada, Mexico, Japan, or Korea, he or she may claim more than one allowance).
4. Request an additional income tax withholding amount in accordance with the following table which became effective January 1, 2000:

Payroll Period	Additional Withholding
Weekly	\$7.60
Biweekly	\$15.30
Semimonthly	\$16.60
Monthly	\$33.10
Quarterly	\$99.40
Semiannually	\$198.80
Annually	\$397.50
Daily or Miscellaneous (each day of payroll period)	\$1.50

¹ Publication 15, Circular E, Employer's Tax Guide

Distribution: CSU Presidents
Vice Chancellor, Human Resources
Vice Presidents, Academic Affairs
Vice Presidents, Administration
Associate Vice Presidents/Deans of Faculty
Director, SOSS
Employee Relations Designees

Campuses are requested to notify affected employees accordingly and advise them to consult their tax advisors if additional information is needed.

If you have any questions, please contact Theresa Hines in Human Resources Administration at (562) 951-4412. This memo can be found on Human Resource Administration's WEB site at <http://www.calstate.edu/tier3/HR/index.html>. Thank you.

CR/dth