


THE CALIFORNIA STATE UNIVERSITY  
Office of the Chancellor  
401 Golden Shore Drive  
Long Beach, California 90802-4210  
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**Date:** January 17, 2001 **Code:** AD 01-02  
**To:** Vice Presidents for Administration  
**From:**   
William P. Musselman  
Accounting Director  
Business and Finance  
**Subject:** Non-Resident Alien (NRA) Taxation Manual on Compact Disc(CD)

Enclosed is the CD version of the NRA Taxation Manual prepared by KPMG for The CSU. Copies of the manual may be provided to any functional area you deem appropriate. However at a minimum, copies should be distributed to the Accounts Payable, Payroll, Human Resources and Students Services departments, as well as campus auxiliaries.

The CD consists of the following files:

- Alien Information Collection Form
- Case Studies
- CSU Manual 1215
- Info Letter for Speakers
- Info Letter for Students
- Stmt Speakers
- Stmt Students
- Toolkit\_ Accounts Payable
- Toolkit\_ Employees
- Toolkit\_ Income Tax Treaty
- Toolkit\_ Student
- Websites

These files represent the manual and appendices in their entirety.

Individuals who attended the NRA seminar in December 2000, received a hard copy of the manual. Since that time, minor changes have been made to the Alien Information Collection Form and the manual. Therefore, the CD version should be used as the primary source document for the campus.

Also, please note the manual is a copyrighted document. Although as many copies as necessary can be generated from the CD, it is intended for the sole use of the CSU.

Questions may be directed to Mr. Mark Osborne at (562) 951-4610 or via e-mail at [mosborne@calstate.edu](mailto:mosborne@calstate.edu).

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Attachment

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**Distribution:**  
(Without attachment)  
Financial Managers  
Accounting Officers  
Budget Officers  
Chancellor's Office

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