

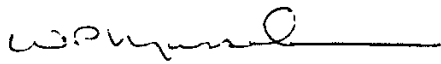
THE CALIFORNIA STATE UNIVERSITY
Office of the Chancellor
400 Golden Shore Drive
Long Beach, California 90802-4275
(562) 985-2900

Date: February 8, 1999

Code: AD 99-03

To: Vice Presidents for Administration

Registration deadline:
Friday, February 26, 1999


From: William P. Musselman
Acting Accounting Director
Business and Finance

Subject: Non-Resident Alien Reporting Training

The CSU Chancellor's Office Accounting Department along with Balance Consulting Inc. are presenting a one day training session on tax information, reporting, and compliance for Non-Resident Aliens. The workshop is scheduled for Thursday, March 4 at the Holiday Inn Capitol Plaza in Sacramento. The cost is \$175 per person and includes materials, a continental breakfast, and lunch.

This training session has been organized in response to inquiries received by the Chancellor's Office, as well as in response to a compliance audit that was performed at one of our campuses. Issues to be covered include: 1042 & 1042-s reporting and compliance, TIN and ITIN solicitation procedures, withholding at source, issues for educational institutions, the new four W-8 forms and procedures, scholarship and tuition reporting, and a review of the reporting requirements for various types of payments made by educational institutions.

Campus personnel from the following areas are encouraged to attend the session: Payroll, Personnel, Procurement, Accounts Payable, Financial Aid, Internal Audit, and Foundation/Auxiliaries. Space is limited, so registration will be closed on February 26 (checks should be received by February 26). A block of rooms have been reserved for the night of March 3, as well as a few for March 4. March 4 rooms are for those of you who will be staying for the Accounts Payable Forum at CSU Sacramento the following day. The block of rooms will be held until February 10. If you plan on staying at the Holiday Inn, please make reservations ASAP. The room block is reserved under the CSU Non-Resident Alien Training.

Additional information and registration forms may be obtained from our website at: <http://www.acct.co.calstate.edu>. If you have any questions, please feel free to contact Lisa Chavez at (562) 985-2900 or via email at lchavez@calstate.edu.

WPM:au AD 99-03

Attachment

Distribution: Accounts Payable Managers Payroll Officers
Audit Managers Personnel Directors
Auxiliary Officers Procurement Officers
Financial Aid Officers

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Non-Resident Alien Reporting

Holiday Inn Capitol Plaza • 300 J Street • SACRAMENTO

MARCH 4, 1999

Registration Form

\$175.00 Registration Fee *

Please indicate how you would like your name, title and department to appear on your name tag.

First Name _____	Last Name _____
Title _____	Department _____
Campus _____	Address _____
City _____	Zip Code _____
E-Mail _____	Phone Number _____

*(Includes materials, continental breakfast and lunch)

A check is enclosed in the amount of: TOTAL \$ _____

Registration fees must be received no later than February 26, 1999.

Please make checks payable to **CSU Trustees**.

Please submit your registration fee, accompanied with this completed registration form to:

Terri Porter, Accounting • CSU Office of the Chancellor
400 Golden Shore, Suite 102 • Long Beach, California 90802-4275
Telephone (562) 985-2900 • Fax (562) 985-2901

REFUND POLICY

To receive a refund of the registration fee less 10%, please make requests in writing to **Terri Porter** at the address listed above. Requests for refunds will be honored up to one week prior to the workshop.

HOTEL RESERVATIONS and PARKING

Hotel reservations must be made separately with Holiday Inn Capitol Plaza by calling (916) 446-0100 no later than February 10th. Please identify yourself as being part of the Non-Resident Alien room block. The Holiday Inn is offering us a rate of \$110.00 per night plus 12% tax, single/double occupancy. Check-IN is 3:00 p.m., and Check-OUT is 12:00 Noon. There is van shuttle service from SAC airport every 10-15 minutes at a cost of \$10.00 each way. Parking is \$5.00 for self-parking with overnight stay and \$12.00 for day seminar only. (Parking lot is a city lot located behind the hotel.)