

INSTRUCTIONS FOR COMPLETING FORM 8233

Part I	Identification of Beneficial Owner
1	Name of individual who is the beneficial owner: Enter your name (Surname, First, Middle)
2	US taxpayer identifying number: Enter your Social Security number. This is required. Your income cannot be exempt from withholding without a Social Security number or Individual Taxpayer ID#. Do not use a Canadian Social Insurance number.
3	Foreign tax identifying number: Leave Blank
4	Permanent residence address: Enter the name of the country in which you are a citizen or resident. This must be the same country in which you claim tax treaty benefits. It can not be a U.S. address.
5	Address in the United States: Enter your current local address in the United States.
6	US visa type: Enter your visa Type (i.e. F-1, J-1, H-1, etc.)
7a	Country issuing passport: Enter the name of the country issuing your passport.
7b	Passport number: Enter your passport number.
8	Date of entry into the United States: Enter date arrived in the U.S. for the purpose of your current visit.
9a	Current nonimmigrant status: Enter the nonimmigrant status shown on your current INS Form I-94.
9b	Date your current nonimmigrant status expires: Enter the date of expiration shown on your current INS Form I-94 or enter "DS" on line 9b if the date of expiration is based on "duration of status."
10	If you are a foreign student, trainee, professor/teacher, or researcher check this box: AND Complete, date and sign Revenue Procedure Statement 87-8 or 87-9. Attach Revenue Procedure Statement to Form 8233.
Part II	Claim for Tax Treaty Withholding Exemption and/or Personal Exemption
11a	Description of personal services you are providing: Describe the type of services you are providing in the United States (i.e., "teaching one chemistry course", "part-time library assistant", "waiting on tables", etc.).
11b	Total compensation you expect to be paid: Enter the amount of compensation you will receive from the University of Wisconsin during the tax year. Estimate an amount if you do not know the exact amount.
12a	Tax treaty and article: Enter number from last column of Tax Treaty Table.
12b	Total compensation listed on line 11b that is exempt under the treaty: Enter amount from Tax Treaty Tables. "Maximum Compensation." If 11b is less than this, enter amount in 11b.
12c	Country of permanent residence: Enter the name of the foreign country in which you pay taxes.
13a	Noncompensatory scholarship or fellowship income: Enter the amount of the scholarship or fellowship income you received from this university.
13b	Tax and treaty article: Enter number from last column of Tax Treaty Table.
13c	Total compensation listed on line 13a that is exempt under the treaty: Enter amount from Tax Treaty Tables. "Maximum Compensation." If 13a is less than this, enter amount in 13a.
14	Sufficient facts to justify the exemption from withholding: Enter date arrived in the U.S. for current visit and the purpose of your current visit (i.e., study, teaching, research).
15	Number of personal exemptions: Leave blank
16	How many days will you perform services in the United States: Leave blank
17	Daily personal exemption amount: Leave blank
18	Total personal exemption amount: Leave blank
Part III	Sign and date. Return this form to your departmental payroll coordinator along <u>with the appropriate Revenue Procedure Statement, 87-8 or 87-9.</u>
Part IV	Disregard this section

*** Important Reminder ***

Form 8233 expires every year on December 31. A new Form 8233 must be completed and submitted by December 15 each year for the following calendar year.