MEMORANDUM

To: New Nonresident Alien Hire
From: University of Utah Tax Services
Subject: Tax Services for Nonresident Aliens

Please disregard this email if you have already met with the Tax Specialist.

Information provided by Human Resources indicates that you're a new University of Utah nonresident alien hire. As a foreign individual, you will need to meet with the Tax Specialist in Tax Services and Payroll Accounting (Park Building, Room 411). The purpose of this appointment is to determine your tax status.

You will need to make an appointment to meet with the Tax Specialist at: http://fbs.admin.utah.edu/tax-services/

**How to schedule an appointment:**

Go to the top of the page then click on the “Appointment with Tax Services/Payroll Accounting” link to open the appointment calendar. If the date you select has no appointment times listed, this means that the day is unavailable. Select a different day and try again. You will need to complete the top three boxes; the fourth box is optional.

After you’ve completed the information requested, click on the “Continue” button. Your appointment request will be sent to Tax Services. You will also receive a confirmation email.

*Please have the following documents with you for the appointment: 1) Passport & Visa, 2) Social Security card, 3) I-20/ DS-2019/ I-94*

If you have other questions, please contact Kaylee Vo at kaylee.vo@admin.utah.edu.