



## Determination of Citizenship Requirement - Additional Statement\*

**\*Must accompany request to individual for payment (IPF) through Accounts Payable**

Rochester Institute of Technology requires the determination of residency of artists, performers, lecturers, guest speakers, award winners, etc. for which payment is requested. This is based on IRS guidelines that require a federal tax withholding rate of 30% for nonresident alien payees. In order to determine alien tax status, the potential eligibility for tax exemption (treaty analysis) and the correct withholding rate, RIT utilizes a tax compliance software package called "Glacier."

We have received a request for a payment from you, but before payment can be issued, we must first determine if you are a U.S. citizen, or other U.S. person, including Legal Permanent Resident/Green card holder.

Please check the correct box below and sign:

My signature below certifies that **I am a U.S. Citizen OR Legal Permanent Resident/Green card holder (U.S. person)**. Please attach a completed and signed Form W-9 and **return to your RIT contact person**.

My signature below certifies that **I am not a U.S. Citizen/U.S. person** (*do not submit a W-9*) and I understand that tax withholding of 30% may be applied to my payment. (Please provide your email address below so the Tax Administrator can contact you with Glacier information which you will need to complete and submit additional forms.) **Send completed form to the Accounts Payable office, 1160 Eastman Hall.**

Name \_\_\_\_\_ Email address \_\_\_\_\_

Mailing address \_\_\_\_\_

Mailing address (cont'd) \_\_\_\_\_

Date of visit to RIT \_\_\_\_\_ Purpose of visit \_\_\_\_\_

Name of contact person at RIT \_\_\_\_\_

Your signature \_\_\_\_\_ Date \_\_\_\_\_