

To receive pay in 2024 from Pittsburg State University, you must submit this form and copies of the required documents to HRS.

Substantial Presence Worksheet
Determine Resident or NonResident Alien Tax Status -- 2025
Pittsburg State University

This test will be used to determine whether nonresident or resident alien status will be used for US tax filing purposes only. See IRS Publication 519 for more information.

PRINT NAME: _____

SOCIAL SECURITY #: _____ **PSU ID#:** _____

1. Are you a lawful, permanent resident of the United States? Yes _____ No _____
(e.g. are you a "green card" holder?)

2. Current VISA status information:

Current Visa Status: _____ Initial Date of U.S. Entry: _____

Country: _____ Expiration Date: _____

NOTE: Your initial date of entry for this visa type may have occurred in a prior year if this is not your first visit.

3. Will you be physically present in the U.S. on at least 31 days in **2025**? Yes _____ No _____

Indicate the number of days you will be in the United States in 2025 (as best you can estimate at this time).
Indicate the visa status under which you will be present in the U.S. on each day of presence in 2025.

Number of Days: _____ Visa Status _____

Number of Days: _____ Visa Status _____

4. Identifying Exempt Years:

Is this your first visit to the U.S.? Yes _____ No _____

List all days of presence in the U.S. for the six previous years and visa status. If you were not in the U.S. in a year, indicate "0" days.

| Year | Number of Days | Visa Status | Year | Number of Days | Visa Status |
|------|----------------|-------------|------|----------------|-------------|
| 2024 | _____ | _____ | 2021 | _____ | _____ |
| 2023 | _____ | _____ | 2020 | _____ | _____ |
| 2022 | _____ | _____ | 2019 | _____ | _____ |

5. Have you been in the U.S. before the years listed in #4 above? Yes _____ No _____

If yes, list your visa status and days of presence for each of those years:

| Year | Number of Days | Visa Status | Year | Number of Days | Visa Status |
|-------|----------------|-------------|-------|----------------|-------------|
| _____ | _____ | _____ | _____ | _____ | _____ |

CERTIFICATION: I certify that the information provided above is true and that I am subject to penalties for perjury if false. In addition, I agree to notify HRS/Payroll immediately if any of the information provided on this form changes for **2025**. If I fail to do so, HRS/Payroll is authorized to begin withholding taxes in accordance with IRS procedures.

Signature

Date

Return to HRS, 204 Russ Hall with a copy of the required documents noted.

To be completed by the HRS Office:

6. Substantial Presence Test:

NOTE: Count the number of days of presence in the U.S. for the current and two previous years. Do not count exempt years. (Exempt year is defined as the first 5 years in the U.S. for F-1 or J-1 students visa holders, OR 2 years of the last 6 years for J-1 non student visa holders). Any part of a calendar year in which the student/teacher/researcher is present in the U.S. counts as a full year.

Project last date of presence in the U.S., for **2025**: _____

Current Year _____ Number of days in U.S. _____ x 1 = _____

1st previous year _____ Number of days in U.S. _____ x 1/3 = _____

2nd previous year _____ Number of days in U.S. _____ x 1/6 = _____

If TOTAL days of presence are equal to or greater than 183, you pass the Substantial Presence test and will be treated as a resident for tax purposes.

Required Documents to Attach to this Form

| | |
|----------------------------------|---|
| If you have this classification: | <i>Attach a copy of these documents. Payroll will use these forms to verify your status for income tax-withholding purposes. Your paycheck will be delayed if attachments are missing.</i> |
| Permanent Resident | Permanent Resident or Resident Alien Card (Green Card) |
| Permanent Resident Applicant | A valid (unexpired), Employment Authorization Card and Letter from INS stating that your Permanent Residency application has been processed or Stamped Passport indicating "Processed for I-551." |
| F-1 Student | I-94 Departure Record card and I-20 Certificate of Eligibility (F-1 status) and Copy of US Visa from your passport (if student is on "Optional" Practical Training, also attach a valid Employment Authorization Card indicating "Practical Training.") |
| J-1 Student | I-94 Departure Record and DS-2019 Certificate of Eligibility (J-1 status) and Letter from J-1 Responsible Officer authorizing employment. Copy of US Visa from your passport. |
| J-1 Professor or Researcher | I-94 Departure Record card and DS-2019 Certificate of Eligibility (J-1 status) and Copy of US Visa from your passport. |
| H-1B Worker | I-94 Departure Record and I-797 INS Notice of Action and PSU notice and Copy of US Visa from your passport. |