**Ex003-28: Paying Wages to a Non-Resident Alien**

Fiscal Operations Manual  
Section 000: Introductory Material - Exhibits  
Effective: 10/15/2013

**Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Street**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **State**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Zip**\_\_\_\_\_\_\_\_\_\_\_

**Home Telephone:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Cell Phone:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**E-mail Address**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date (s) of Employment**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please complete the following information:**

* Non-Resident Alien completes form CO-NRA (available online at https://oscar.oregonstate.edu/Resources/SubNav.aspx?NavPage=2&submenu=T2)
* If F-1 student , make a copy of I-20
* If J-1 Scholar, make copy of DS 2019
* Make a copy of I-94 (Front and back)
* Non-Resident Alien completes form I-9
* Non-Resident alien must complete W-4 (required even if taking treaty benefit)
* If non-resident aliens wish to claim a tax treaty, form 8233 must be completed along with an attached letter.

**Pay Check for Non-Resident Alien**

* Complete Direct Deposit Authorization Form (available online at https://oscar.oregonstate.edu/Resources/SubNav.aspx?NavPage=2&submenu=T2)
  + Pay check sent to department
  + Direct deposit into individual’s bank account