

# Memorandum & Reminder \*

**To:** Departmental Payroll Processors  
**From:** Joan Hoffman  
**Date:** November 17, 2003  
**Re:** Nonresident Alien Fellow tax forms renewal\*

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\* **NRA fellows tax forms renewal for 2004: Due in Payroll 12-05-2004.**

**\*\*\*\* Write "FELLOW" in RED on the top of each form submitted.**

Send all NRA Fellows information directly to Joan Hoffman.

**\*\*\*\* For CY 2004, ALL NRA fellows must have on file in Payroll:**

- 1) a W-4 ("fellow" written in RED at the top of the form)**
- 2) a W8-BEN**
- 3) a Citizenship Status Form (with copies of required INS documents) ("fellow" written in RED at the top of the form)**

Thank you, and Happy Holidays!