

## New Employee Tax Compliance Notification Sheet

The U.S. government tax authority, the Internal Revenue Service ("IRS"), has implemented strict regulations on taxation and reporting of payments made to non-U.S. citizens. The City University of New York ("CUNY") may be required to withhold U.S. income tax and report to the IRS in connection with CUNY's payments to employees (e.g. Student Employees, Faculty, Staff) who are not U.S. citizens or permanent residents and who receive payment for services.

The SPRINTAX TDS Online Tax Compliance System individual record must be completed by all individuals who are not citizens or permanent residents of the United States. **If you are a new employee, you will receive an email from noreply@sprintax.com with a password and instructions on how to access SPRINTAX TDS Online Tax Compliance system.** Please contact the Nonresident Alien Tax Specialist if you do not receive the password. If your Individual Record in SPRINTAX TDS has already been completed, additional or updated information may be required. Please complete the information in SPRINTAX TDS promptly upon receipt of your access information. If you have an existing SPRINTAX TDS record, please review and update the current record to reflect all relationships with CUNY.

After completion of the information in SPRINTAX TDS, schedule a meeting with the Nonresident Alien Tax Specialist and bring with you all completed forms / original documents.

**Please note: the entire process must be completed within 7 business days of the filing of this notification sheet. If you do not complete the entire process within 7 business days, the maximum U.S. federal income tax rate and all other applicable taxes, including FICA, will be withheld from all payments. CUNY will not refund any tax withheld if the required tax information has not been provided.**

The Nonresident Alien Tax Specialist is located at:

COLLEGE	
NAME OF THE NONRESIDENT ALIEN TAX SPECIALIST	
ADDRESS	
CITY, STATE, ZIP CODE	
PHONE	EMAIL

I have been notified of my requirement to complete certain information in SPRINTAX TDS. I understand that a password and instructions for access to SPRINTAX TDS will be sent to me via email. I have included my email address and phone number below:

<input type="text"/>		<input type="text"/>	
Employee Name (print)		Email Address (CUNY email recommended)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone number	CUNYfirst ID	Date	Signature
<input type="text"/>		<input type="text"/>	<input type="text"/>
CUNY admin Name (print)		Date	Signature



Original to CUNY administrator  
Copy to Employee