



sprintax

Starting a new job in the US?

Get taxed correctly from
your first paycheck!

How to get taxed correctly in your new job

Did you know that thousands of nonresidents in the US pay too much tax on their income?

If you're starting work (or an OPT/CPT position) in the US, you'll need to complete some key forms to ensure you are being taxed correctly. These include W-8BEN, 8233, or W-4.

These forms can be tricky and time-consuming to complete!



And remember, if they are not completed correctly, too much tax may end up being deducted from your income.

With that in mind, we've put together this guide to ensure you are being taxed correctly from day one of your job!

What forms do I need when I start my new job?

There are three important forms to keep in mind:

W-8BEN

8233

W-4



What is a Form W-4?

You'll normally receive a W-4 on the first day of your new job.

This form is used to determine how much tax will be withheld from your wages, as well as compensatory grant or scholarship that are not covered by a tax treaty.

To fill out your W-4 form, **you will need the following information:**

- Your name
- Your US address
- TIN
- Marital status

What is a Form W-8BEN?

Many nonresidents in the US are entitled to claim tax treaty benefits.

In fact, the US has signed treaty benefits with over 65 countries around the world. If you are entitled to avail of tax treaty benefits, the good news is you can exclude certain amounts as per agreement from tax or you may be taxed at a reduced rate!

Depending on your circumstances, you may even be exempt from paying any US taxes!

In order to claim a tax treaty on your non-compensatory grant or scholarship, or any other FDAP income, you will need to complete a W-8BEN form.

To complete this form, you'll need the following:

- Name
- TIN
- Country of origin

What is a Form 8233?

If you are an international student who is receiving a compensatory scholarship or income such as on-campus employment or employment during OPT/CPT, and you want to claim a tax treaty benefit, you will need to complete a Form 8233 and submit it to your university.

You must complete an 8233 for:

- Each tax year
- Each withholding agent (University)
- Each income type

To complete Form 8233, you'll need to following details:

- 1 **Personal Information** eg. Name, TIN, address in your country of residence.
- 2 **A description of the services** provided and the total amount of income earned.
- 3 **The exact treaty** on which you are basing your claim for tax exemption.
- 4 **Details of your US visa type including:** The date of your entry to the US and the date that your current non-immigrant status expires.



I am a nonresident in the US. Do I have to pay FICA?

Thousands of nonresidents in the US pay FICA taxes by mistake. Don't let this happen to you!

FICA is the means by which social security and Medicare are funded in the US. International students, scholars, teachers, professors, researchers, trainees, physicians, au pairs, summer camp workers, and other non-students on F-1, J-1, M-1, Q-1 or Q-2 visas are often entitled to a FICA exemption.

Be sure to inform your employer that you are a nonresident for taxes and exempt from FICA.

Who can help me with my forms?



Did you know that Sprintax Forms can also help you with pre-employment tax documents?

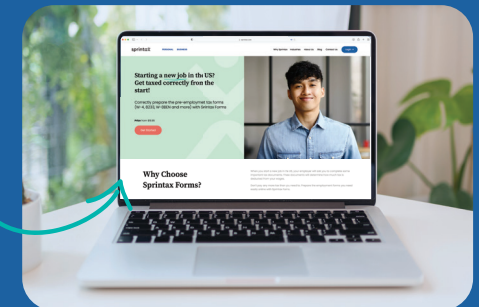
In fact, Sprintax Forms was developed specifically to ensure that nonresident scholars and professionals are taxed correctly on income earned in the US. This will ensure that the correct amount of taxes are withheld from earnings and reported to the IRS.

Our innovative software will:

- Determine your tax treaty entitlement
- Automatically generate pre-employment forms that you need, such as W-4, 8233, and W8-BEN
- Identify FICA tax exemption status

Don't pay more tax than you need to!

Learn more about how Sprintax Forms can help you with your pre-employment documents.



Partner with Sprintax

To learn more about the benefits of partnering with Sprintax to support your program participants with their US tax determination, contact our team at partners@sprintax.com

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