Return your completed form to the Payroll Department (Alien Desk), 6054 S. Drexel Ave, Suite 300, Chicago, IL 60637
SUPPLEMENTARY PAYROLL QUESTIONS:
(Check appropriate boxes below and supply requested information.)

A. Current Visa classification:
   - ☐ F-1 Student
   - ☐ F-1 Practical Trainee
   - ☐ J-1 Student
   - ☐ J-1 Practical Trainee
   - ☐ Other: ________________________________

Date you received visa classification: ________________________________
Date of visa expiration: ________________________________

B. Have you already claimed exemption under the Tax Treaty Article 18(1) in the current calendar year?
   - ☐ YES.
   - ☐ NO.

Have you ever claimed exemption under the Tax Treaty Article 18(1) in previous years?
   - ☐ YES. (List the calendar years you claimed the exemption. ________________________________ )
   - ☐ NO.

C. Were you ever a student at another U.S. educational institution obtaining education, training, or special technical experience?
   - ☐ YES. (List the name of the educational institution. ________________________________ and list the date of graduation, if appropriate. ________________________________ )
   - ☐ NO.

POLICIES REGARDING TAX TREATY EXEMPTIONS AT THE UNIVERSITY

According to the POLAND student treaty article, the first $2,000 of compensation paid to you in the calendar year may be exempt from tax. The $2,000 limit is for each calendar year; you may not claim the treaty benefit at the University and at another institution within the same calendar year.

Should your calendar year earnings exceed the $2,000 limit (or if your U.S. stay exceeds the 5-year exemption period) and you notice that no Federal or State tax has yet been withheld from your paycheck, it is your responsibility to inform the Payroll Department immediately, (773) 702-5989.

It is also your responsibility to maintain the appropriate, unexpired, "employment-authorized" or student visa classification during the period that you are receiving the benefits of this tax treaty exemption and employed at the University.

You must complete the Form 8233 and 87-8 Revenue Procedure Statement for each calendar year (or portion of the calendar year) in which you claim the tax exemption. You are also required to file the appropriate income tax return at calendar year-end.

Please certify your acknowledgment of the policies presented above by signing below.

SIGNATURE

CONTACT PHONE NUMBER: