

**1119.1.1f. Foreign National Form PR-100**

Revised 8/9/2023

**FOREIGN NATIONAL PAYROLL TAX ASSESSMENT FORM (PR-100)**

*Any foreign person being paid by the University of North Carolina at Chapel Hill must complete this form to ensure that they are paid and taxed appropriately. Please answer all questions as accurately as possible to avoid payroll or tax compliance issues.*

**I. PERSONAL INFORMATION**

1. Passport Last Name ("family" or "surname"): \_\_\_\_\_
2. Passport First Name ("given name"): \_\_\_\_\_
3. Passport Middle Name: \_\_\_\_\_
4. UNC PID#: \_\_\_\_\_
5. Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ (mm/dd/yyyy)

6. **US Residential Address:** \_\_\_\_\_ **Address in Home Country or Last Country of Residence:** \_\_\_\_\_

Street: \_\_\_\_\_ Street \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Province/Region: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Region Postal Code: \_\_\_\_\_

Same as mailing address?    Yes    No    Country: \_\_\_\_\_

*If not, enter U.S. mailing address:*

7. Are you married?    Yes    No    If spouse is in the U.S., spouse's immigration status: \_\_\_\_\_  
 Do you have children?    Yes    No    If children are in the U.S., children's immigration status: \_\_\_\_\_

**II. IMMIGRATION INFORMATION**

8. Passport/Citizenship Country (country that issued passport): \_\_\_\_\_

9. Country of Legal Permanent Residence (if different from #8) \_\_\_\_\_

10. Passport # \_\_\_\_\_ Expiration Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ (mm/dd/yyyy)

11. Tax Residence Country (prior to arrival in the U.S.): \_\_\_\_\_

12. Current Visa Type (ie., F-1, J-1, H-1B or other): \_\_\_\_\_

13. What is the first date that you entered the U.S. on your current visa?  
 \_\_\_\_/\_\_\_\_/\_\_\_\_ (mm/dd/yyyy)

14. What is the purpose of your time at UNC? Check One:

- |                                 |                              |  |
|---------------------------------|------------------------------|--|
| 01 Studying- Degree Program     | 10 Clinical Activities       | 17 Business Activities                 |
| 02 Studying- Non-Degree Program | 11 Temporary Employment      | 19 Practical Training F1, J1           |
| 03 Teaching                     | 12 Here with Spouse/Relative | 20 Educational/Professional Activities |
| 07 Conducting Research          | 16 Tourist Activities        | Other: _____                           |

## II. IMMIGRATION INFORMATION, continued

If you are here on J-1 status, check exchange visitor category (see section 4 of DS-2019)

01 Student

05 Professor

12 Research Scholar

02 Short Term Scholar

06 Specialist

Other: \_\_\_\_\_

## III. PRIOR U.S. VISITS

List all prior visits to the United States. Date of Entry is the first day you entered the U.S. on that visa, and Date of Exit is the day that you left the U.S. on that visa.

	Date of Entry (mm/dd/yyyy)	Date of Exit (mm/dd/yyyy)	Visa Type	Primary Purpose (See Section 15)	Did you take Tax Treaty Benefits?	
1.					Yes	No
2.					Yes	No
3.					Yes	No
4.					Yes	No
5.					Yes	No
6.					Yes	No
7.					Yes	No
8.					Yes	No
9.					Yes	No
10.					Yes	No

## IV. CONSENT FOR RETRIEVAL OF I-94 RECORDS

There may be times when it will be useful for Payroll Services to view your I-94 records and travel history in order to best assist you or properly complete your tax analysis. Please complete the following statement:

*I do*      *I do not* consent to allow UNC-CH Payroll Services to use my passport information to access my electronic I-94 record and/or travel history using the U.S. Customs and Border Protection’s online I-94 retrieval system at [www.cpb.gov/i94](http://www.cpb.gov/i94).

## V. CERTIFICATION

I hereby certify that all of the above information is true and correct. I also hereby confirm that it is my responsibility to fully understand all rules and regulations that apply to my immigration status and to maintain my legal status in the U.S. by following said rules. I understand that if my status changes from that which I have indicated on this form I must notify UNC-CH Payroll Services immediately. **Failure to notify UNC-CH Payroll Services of any changes in immigration or employment status may result in penalties assessed by the Internal Revenue Service or other tax immigration authorities.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_  
(mm/dd/yyyy)