

## Payroll Checklist For International Students and Scholars

### ☐ Sign up for direct deposit (**Mandatory**)

- Login to Employee Self Service website: <http://hris.uiowa.edu/selfservice/>
- (No access until department has submitted an appointment, need Hawk ID and password to login)
- Under Time & Pay, then Paycheck, click on Direct Deposit
- Need United States bank account information for sign-up

### ☐ Complete federal and Iowa W-4 forms (**For nonresident aliens**)

- Download W-4 forms from the Payroll Services website, Listed under Tax Information, Nonresident Alien Information, then IRS rules for all nonresident alien employees:
- <https://hr.uiowa.edu/pay/payroll-services/tax-information>
- **Federal W-4**: (Only complete highlighted fields on page 1)
- **Iowa W-4**: (Only complete highlighted fields on page 1)
- Send completed W-4 forms to: 120-30 USB, Payroll Services

### ☐ Foreign National Information System (FNIS) – Online form

- Will receive an email entitled “Payroll/Important - Foreign National Information Form” as soon as appointment begins.
- Complete and submit online - <https://fnis.thomsonreuters.com/uiowa/>
- Note: Username and password are NOT the same as Hawk ID and password

### ☐ Apply for U.S. social security number (SSN)

- Notify hiring department when SSN has been received.

### ☐ Elect electronic delivery of W-2 Forms

- Login to Employee Self Service website: <http://hris.uiowa.edu/selfservice/>
- Under My Self Service, Settings, Form Delivery Options, select Online Delivery

### ☐ Year-End taxes

- Year-end tax statements: W-2 and/or 1042-S
  - ✓ **W-2** Form: Employee Self Service / Time & Pay / Taxes / Year-End Tax Information
  - ✓ **W-2** forms are available at the end of January
  - ✓ **1042-S**: Mail to home address, and/or on FNIS website (<https://fnis.thomsonreuters.com/uiowa/>)
  - ✓ **1042-S** forms are available between mid-February and mid-March
- File federal and state income tax return by deadline
- Details are on the ISSS website: <https://international.uiowa.edu/iss/current/employment/taxes>
- Nonresident alien tax return resources:
  - ✓ IRS Publication 519 – US Tax Guide for Aliens: <https://www.irs.gov/pub/irs-pdf/p519.pdf>
  - ✓ Common Tax Forms: <https://international.uiowa.edu/iss/current/employment/taxes/forms>

### ☐ Social Security and Medicare Tax (FICA)

- Student FICA Information is on the Payroll Services website: <http://hr.uiowa.edu/payroll/student-fica-information>