

Payroll Forms and Information

[2020 W4 Employee's Withholding Certificate](#)

Complete Form W4 so that UNF can withhold the correct federal income tax from you pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes. The link listed below will allow access to the W-4 document.

<https://www.irs.gov/pub/irs-pdf/fw4.pdf>

[Direct Deposit Authorization Form](#)

Complete the Direct Deposit Authorization form so that your payroll and other payments, including expense reimbursements, received from the University are direct deposited to your bank account.

[Foreign National Tax Information Form](#) (Use Internet Explorer to open form)

For foreign nationals, complete the Foreign National Tax Information Form so that the university can determine foreign national status, process appropriate payment and comply with the U.S. Income Tax Laws.

[Foreign Visitors Honoraria Eligibility Certification](#) (Use Internet Explorer to open form)

For Foreign nationals visiting on a B visa or visa waiver and will perform services to the University, the Foreign Visitors Honoraria Eligibility Certification must be completed in regards to compliance with the 9/5/6 rule.

[Tax Cut and Jobs Act - Standard Deduction Table](#)

The Tax Cuts and Jobs Act is a major reform of the tax laws. This effects both individuals and businesses. The following link will provide information for you (and your family) to help you understand and take action if necessary to comply with your federal tax return filing requirements. The link below will allow access to the information needed.

<https://www.irs.gov/pub/irs-pdf/p5307.pdf>

[Clothing Exempt from Taxation](#)

Chart to assist departments in determining clothing provided to university employees is considered taxable

[Online Cell Phone Allowance Form Guide](#)

Guide to process Cell Phone Allowance Form requests online through myWings self-service portal

[Form 8233](#)

Form 8233 is used for the exemption from withholding on compensation for independent (and certain dependent) personal services of a nonresident alien individual. The link below will provide access to the form.

<https://www.irs.gov/pub/irs-pdf/f8233.pdf>

[Form W-8Ben-E](#)

Form W-8BEN-E is used by foreign entities to certify foreign status of beneficial owner for United States tax withholding and reporting for individuals. The following link will provide you access to the form.

<https://www.irs.gov/pub/irs-pdf/fw8bene.pdf>

2019 W-2 Wages and Tax Statement Employees Notice and Instructions

Notice and instructions for employees to use as a guide regarding the 2019 W-2 Wage and Tax statement and when completing their individual income tax return.

Tuition Scholarship for Spouse, Dependents and Domestic Partner

Information regarding Tuition Scholarship and federal tax requirement (grid below)

Employee Education Assistance Program				
	Undergraduate job-related	Undergraduate non-job related	Graduate job related	Graduate non-job related
Employee	non-taxable	taxable in excess of \$5,250	non-taxable	taxable in excess of \$5,250
Tuition Scholarship for Spouse, Dependents and Domestic Partners				
	Undergraduate	Graduate	Exclusion	
Employee Spouse	non-taxable	taxable	Teaching or Research Assistant	
Employee Dependent (IRS claimed)	non-taxable	taxable	Teaching or Research Assistant	
Employee Domestic Partner	taxable	taxable		