Foreign National Checklist for the International Tax Office (ITO)

If you are a Non-Resident or Resident Alien receiving any payment from Vanderbilt, please complete the following:

_____ Contact the department that hired you to submit the “PHN & Windstar Access Request” Form that can be found on the Vanderbilt International Tax Website: https://forms.vanderbilt.edu/view.php?id=52474
Clicking ‘submit’ will send the request to the ITO group email box.

_____ Email will be sent from ITO@vanderbilt.edu directly to you with the link, username, password and instructions for the Windstar Tax Database. Please complete the questionnaire.

_____ Before exiting the system, print the “Immigration Status Data” form that is generated in Step 6 of Windstar. You must send a signed copy of this document along with the immigration documents outlined in the access email that included your username and password. Simply clicking, “submit” will not suffice. Please read the instructions carefully and submit all documents requested after you complete the questionnaire. You may scan/email to ITO@vanderbilt.edu if that is more convenient.

Special Notes:

**IF ABOVE REQUEST IS NOT COMPLETED, ANY PAYMENT MAY BE SUBJECT TO ALL TAXES. ANY ELIGIBLE REFUND(S) MAY TAKE 4 TO 6 WEEKS TO PROCESS. **

**IF THERE ARE ANY CHANGES TO YOUR PERSONAL INFORMATION (ADDRESS CHANGE, SOCIAL SECURITY NUMBER UPDATE, ETC.) OR IMMIGRATION INFORMATION (EXTENSION, STATUS CHANGE, ETC.), PLEASE UPDATE YOUR WINDSTAR ACCOUNT AND SEND A NEW SIGNED COPY OF THE “IMMIGRATION STATUS DATA” FORM TO OUR OFFICE IN ADDITION TO ANY NEW IMMIGRATION DOCUMENTS. YOU MAY ALSO SCAN/EMAIL ALL DOCUMENTS TO ITO@VANDERBILT.EDU.**

**IF YOU HAVE ANY QUESTIONS REGARDING INTERNATIONAL TAX MATTERS ONLY, PLEASE CONTACT**

| Nancy Sanders, Sr. Int’l Tax Analyst | Brooke Hittle, Int’l Tax Analyst |
Website: www.vanderbilt.edu/visit/international-tax/

International Tax Team
| 5th Floor, 2525 West End Ave, Nashville, TN 37203 | Phone: (615) 343 – 3546 |
| Email: ITO@vanderbilt.edu |