

If your tax status is Nonresident Alien (NRA) –

For the Federal W4 form...

- Complete Step 1
 - Payroll System is UM
 - Agency Number:
 - 360222 – University of Maryland, College Park
 - 360225 – University of Maryland, Eastern Shore
 - 360234 – University of Maryland Center for Environmental Science
 - Name of Employing Agency is UMD
 - For part (c) of Step 1 you must select “Single or Married filing separately”
- For Steps 2-4 you should **only** write “NRA” in the blank space underneath box 4(c). Please do not enter anything in any other section of steps 2-4 as that will cause your form to be invalid.
- Complete Step 5 by signing and dating the form. The signature must be an original signature.

For the state withholding form...

- Complete Section 1
 - Payroll System is UM
 - Agency Number:
 - 360222 – University of Maryland, College Park
 - 360225 – University of Maryland, Eastern Shore
 - 360234 – University of Maryland Center for Environmental Science
 - Name of Employing Agency is UMD
- Complete Section 2
 - You must select “Single” as your marital status regardless of what your marital status actually is.
 - If you live in the state of Maryland, on line 1, you may either select “0” or “1” as your total number of exemptions claimed. You may not claim “exempt.”
 - If you live in the state of Virginia and you do not wish to have Maryland state taxes withheld, on line 4, you may check the box marked Virginia and then write “exempt” on line 4. Please make sure you have not entered any information on to any other lines in section 2.
 - If you live in Pennsylvania and you do not wish to have Maryland state taxes withheld, on line 5, you may enter “exempt.”
- Complete Section 3 by signing and dating the form. The signature must be an original signature.

If your tax status is Resident Alien for Tax Purposes (RAFTP) –

For the Federal W4 form...

- Complete Step 1

- Payroll System is UM
- Agency Number:
 - 360292 – University of Maryland, College Park
 - 360225 – University of Maryland, Eastern Shore
 - 360234 – University of Maryland Center for Environmental Science
- Name of Employing Agency is UMD
- Complete Step 2-4 (Optional)
 - Please refer to W4 instructions to determine how best to complete these sections.
- Complete Step 5 by signing and dating the form. The signature must be an original signature.

For state withholding forms...

- Complete Section 1
 - Payroll System is UM
 - Agency Number:
 - 360222 – University of Maryland, College Park
 - 360225 – University of Maryland, Eastern Shore
 - 360230 – University of Maryland Center for Environmental Science
 - Name of Employing Agency is UMD
- Complete Section 2
 - Please refer to state withholding form instructions to determine how best to complete this section.
- Complete Section 3 by signing and dating the form. The signature must be an original signature.