

## Nonresident Alien Departure Certification

**INSTRUCTIONS** This form is used by Payroll Services to gather information regarding your departure from the U.S. Please fill in all shaded areas below and attach the necessary documentation.

I, \_\_\_\_\_, am departing from the U.S. on \_\_\_\_\_.  
(Print Name) (Date)

I will not pass the Substantial Presence Test and therefore will be a nonresident alien for tax purposes in \_\_\_\_\_.  
(Year)

Check one:

- ☐ I do not plan on returning to the U.S. this tax year.
- ☐ I do plan on returning to the U.S. on a \_\_\_\_\_ visa for \_\_\_\_\_ days.  
(B1/B2, WB/WT, J1, F1, H/B, other) (Number of days)

Attached is a copy of \_\_\_\_\_.  
(Proof of departure, i.e. airline ticket)

Check one:

- ☐ I am enrolled in direct deposit and plan to keep my bank account open until \_\_\_\_\_.  
(date)
- ☐ I am not enrolled in direct deposit, or I do not plan on keeping my account open, and therefore I need a paper check. This check will be mailed to the current mailing address in my Texas A&M Payroll File. I am aware that I need to keep my address updated through [Single Sign On--HR Connect Tab](#).

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**Privacy Notice:** State law requires that you be informed that you are entitled to: (1) request to be informed about the information collected about yourself on this form (with a few exceptions as provided by law); (2) receive and review that information; and (3) have the information corrected at no charge. <https://casetext.com/statute/texas-codes/government-code/title-5-open-governmentethics/subtitle-a-open-government/chapter-559-state-government-privacy-policies>

**MAIL FORM TO:**  
Texas A&M University  
Tax Compliance & Reporting  
MS 6003  
College Station, TX 77843-6003

**DROP OFF FORM TO:**  
General Services Complex  
750 Agronomy Rd  
Suite 3101

**FAX FORM TO:**  
Fax (979) 458-3131  
  
**EMAIL FORM TO:**  
[internationaltax@tamu.edu](mailto:internationaltax@tamu.edu)

**NEED HELP?**  
  
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