



Office of the State Comptroller

# PAYROLL BULLETIN

<b>Subject</b>  Non-Resident Alien Tax Reporting	<b>Bulletin No.</b>  P-936
	<b>Date</b>  February 3, 1997

Payroll Bulletin P-914 provided replacement pages for the Payroll Manual for Deduction Processing. These pages provided additional instructions for the entry of Non-Resident Alien information to the Payroll System.

Page number 14 has been revised and is attached. This page has been changes to clarify the information that must be entered on the Employee Tax Screen (Selection 2) to report tax exemption for Non-Resident Aliens. The additional information explains that 99 must be entered in the "No Tax" fields when the individual is exempt from taxes.

Please provide the staff involved with the processing of the Non-Resident Alien information a copy of this bulletin and replace page 14 with the attachment.

**Employee Tax Screen (Selection 2)**

This screen is used to add or change tax information, including Alien Tax status for those agencies with access.

If a new employee record is being submitted, the following fields are mandatory and must be completed.

1. Federal Marital Status
2. Federal Exemptions (Plus or No Tax)
3. State Marital Status
4. State Exemptions (Plus or No Tax)

**INPUT INSTRUCTIONS**

Federal Marital Status      Enter M (married) or S (single) to indicate the rate at which the employee's federal withholding tax is to be calculated. If the employee indicates "Married, but withhold at the higher Single rate" enter 'S'.

State Marital Status        Enter M (married) or S (single) to indicate the rate at which the employee's State withholding tax is to be calculated. If the employee indicates "Married, but withhold at higher Single rate" enter 'S'.

Federal, State and  
NYC Residents  
(No. Of Exemptions)        Complete one block for Federal exemptions, one block for State exemptions, and one if the employee is a resident of New York City.

To change marital status or number of exemptions, it is only necessary to complete the field to be changed.

- (1) If the employee claims zero (0) or more exemptions, enter the two digit number in the "Plus" fields. Do not enter a plus sign.
- (2) If the employee claims an Additional Tax Amount, enter the amount to be taken biweekly in the 'ADD TAX AMOUNT' field. To cancel, enter 0.00.
- (3) If the employee claims exempt, enter 99 in "No Tax" fields. To report tax exempt status for NYC enter 99. Also, if the employee is a full-time student, see Section 6, Page 113.

**INSTRUCTIONS FOR ENTRY FOR A NON-RESIDENT**

**ALIEN - You must enter 99 in "No Tax" fields for a Non-Resident Alien claiming tax exemption. This information can be entered prior to advancing to Alien Tax Screen.**