

Subject: Refile Tax Treaty Exemption for 2009

NOTIFICATION

Please be advised that your tax treaty exemption will expire with the paycheck of December 26, 2008. You may refile for the exemption by filling out a new Form 8233 with our office before **December 20, 2008**.

You can file a treaty after December 20, 2008, but taxes will be taken from your pay until the new treaty is in effect.

You may make an appointment to fill out Form 8233 in the Human Resources Department, Whitmore Administration Building room 325 between 9:00 am and 3:30 pm., Monday thru Friday. It is necessary for you to bring the following documents with you:

- **Copy of your tax treaty for the previous tax year.**
- **Social Security card**
- **Passport**
- **Form DS2019 or I-20**

Internal Revenue Service (IRS) regulations require employees who have a tax exemption due to a Tax Treaty, to justify their eligibility each year by filling out a statement (form 8233) indicating the treaty under which the exemption is claimed, treaty provisions, country of residence, etc.

Questions concerning this notification should be directed to, Ted Los 545-6116, Kathie McInerney 545-0391 or Donna Bourguignon 545-0287.