



# PERSONAL INFORMATION

Human Resource Services

## **SECTION 4. TO BE COMPLETED ONLY BY THOSE WHO ARE NOT U.S. CITIZENS.**

### **FOREIGN NATIONALS**

Yes  No  Have you provided copies of your Foreign National paperwork to HRS?

Yes  No  I work or have worked elsewhere on campus or for another MT University System campus.  
Dates worked \_\_\_\_\_ to \_\_\_\_\_

Yes  No  I work or have worked elsewhere on campus and have already submitted a W-4 and I-9.  
All information is still current.

### **NOTICE OF TIAA (Retirement System) ELIGIBILITY**

**Foreign Faculty** who are employed at .50 FTE or greater are required to enroll in the TIAA Retirement System after two consecutive academic year appointments.

**Foreign Faculty** may voluntarily elect to join at the time of hire if employed at .50 FTE or greater. By voluntarily electing participation in TIAA, I understand that a tax-deferred percentage of each paycheck will be automatically deducted. The University of Montana will contribute a percentage of the total covered payroll to TIAA.

- I do not elect TIAA participation at this time.
- I wish to participate in TIAA. I understand that my contributions will begin the pay period following receipt of my completed enrollment application.

I acknowledge the information in **Section 4** is correct: \_\_\_\_\_

EMPLOYEE SIGNATURE

DATE

## **SECTION 5. JOB LOCATION and STATE OF RESIDENCY – all employees must complete this section**

In order to make sure you are taxed in the appropriate state please answer the following 2 questions.

### **STATE OF RESIDENCY:**

Where will you claim residency and file state taxes after your employment begins? \_\_\_\_\_

### **JOB LOCATION:**

In what state is your physical job located? \_\_\_\_\_