The 2020 NRA renewal process consists of submitting a combination of all required tax forms along with copies of the required and most current immigration documents. Please read carefully as procedures are different from previous years.

Due to the expected release of a redesigned W4 form by the IRS for tax year 2020, the NRA renewal process has changed this year. The release of this form will most likely cause a delay in treaty benefits for 2020. Retroactive treaty benefit requests will be handled on a case by case basis. Glacier Treaty Packets for 2020 should be submitted by the on-time submission deadline even though they will not have a W4 attached at that time.

1. The deadline for on-time submission of renewal packets is Friday, November 15, 2019.
   a. If the employee does not have a valid SSN, DO NOT enter the temporary number into Glacier. Tax treaty benefits are only available to employees with a valid SSN. ONLY treaty forms from Glacier will be accepted.
   b. The Affidavit of Compliance is a required document for NRAs WITHOUT a valid SSN and must be submitted with the other required documents as indicated on the NRA “Tip” Sheet.
2. Any individual wishing to renew a tax treaty will be required to submit a completed Glacier renewal packet for 2020. If an individual that utilizes a treaty has not received an email invitation from Glacier to complete the renewal process by November 1st they should either access their profile in the Glacier system to see if updates need to be made to their profile or contact Cara Diggs by emailing cdiggs78@umd.edu with their concerns.
3. We expect the redesigned 2020 W4 form to be released by the IRS in late November and then our final, usable form by CPB in early to mid-December. As soon as this form is released it will be made available to campus along with instructions for how to complete submissions for NRA renewal purposes.
4. An NRA “Tip” sheet, a helpful guide to documentation needed for the protected statuses that will not utilize Glacier, is attached to the 2020 CSF for “Glacier Exempted Visa Classifications” on the University Human Resources (UHR) website https://uhr.umd.edu/phr/ and can be found by clicking on “NRA Resources” on the right-hand side of the screen.
5. All 2020 NRA Forms should be clearly identified as 2020. (Note: In prior years it had been acceptable to use the W4 for the current year by crossing out the year at the top of the form and writing the correct year in its place. Because of the redesigned form for tax year 2020, this will not be allowed for renewals this year.) Any W4 form, other than the redesigned 2020 W4 form, will not be accepted.
6. NRA forms for 2020 must be submitted for anyone who is not a U.S. Citizen (CB) nor a Lawful Permanent Resident (PR). PR’s are required to complete page one (1) ONLY of the CSF upon initial hiring and do not need to participate in the yearly renewal.
   a. NRAs with Non-Paid appointments must also submit a 2020 Glacier packet with copies of supporting immigration documents. They do not need to submit a W-4 Form; W9 Form or Affidavit of Compliance.
7. In prior years, we have accepted renewal W4 forms for both fellowships and assistantships at the same time. Because of the redesigned W4 form for 2020 we will only be accepting W4 forms for assistantships with renewal packets this year. Any 2020 fellowship W4 forms will need to be attached to the fellowship payment request form.
8. Please do not send to Payroll: Instructions for any tax forms; copies of the “Tip Sheet’, blank or decorated pages from a passport and/or the I-9 Form. The original I-9 Form must be kept in the Department. These unneeded pages will not be returned to you and will be shredded by Payroll.
9. All tax forms must be the original and be completed correctly.
   a. On the 2020 CSF there must be entries on page 2, in the “View Detail History” section and in the Substantial Presence Test (SPT) section for all protected statuses.
   b. Incomplete forms and the copies of the tax forms will be returned to the Department/Campus thus running the risk of the employee not being taxed correctly.

10. Please try to avoid multiple staples. One staple or one paperclip per packet makes our required copying much easier and less time consuming.

SSN CHANGES

A permanent SSN should be requested from the Social security Administration ASAP to prevent problems with the individual’s tax filing documents (e.g. W-2 Form and/or 1042-S Form).

Request all NRA SSN changes (from temporary to permanent) by utilizing the social security update link in PHR. Please note that the employee must have an active appointment for this to be available.

NOTE: Direct Deposit Forms must be an original and completed correctly. Direct Deposit Forms should be submitted SEPARATELY to Payroll Services.

Questions??? Call Cara Diggs at 301-405-7477.