When you begin at your job, your employer will give you a W-4 Form. It is your responsibility to complete and submit the W-4 Form to your employer. Based on the information you provide on the W-4 Form, your employer will calculate the amount of federal, state, and local taxes to be withheld from your paycheck.

### How to fill out your W-4 Form

Your employer may tell you to follow the instructions printed on the form, but this is not correct. The instructions on the W-4 Form are for U.S. residents; they are not for you. Please follow the instructions below.

- Mark or check Single on line 3, even if you are married.
- Claim “1” on line 5. If you are a resident of Canada, Mexico, Japan, or South Korea, or a U.S. national, please visit the IRS website for instructions.
- Write Non-Resident Alien or \"NRA\" on the dotted line.
- Do not claim Exempt on line 7. Line 7 should be left blank.
- You are not exempt just because you are a student in your home country or because you make less than a certain amount of money. Please do not claim exempt.

As an Exchange Visitor on a J-1 Visa, you are considered a non-resident alien for tax purposes. Depending on how long you work and how much money you earn, you may be eligible for a refund of much of the taxes you paid. Learn more about U.S. income taxes.