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Personnel Action Form

For Non-Resident Aliens

Not Employed

1. Earnings and income Code for this Income

☐ Royalty	ROY	12
☐ Scholarship	ASC	15
☐ Independent Contractor	AIC	16
☐ Artist / Athlete	AAA	20
☐ Prize / Award (non comp)	AOI	50

2. Action	3. Reason	4. Job Code	5. Emp Class	6. Pay Group	7. Empl Type	8. Benefit Program
HIR	NRA	9888	Non-Emp	NEA	S	DBP

9. Effective Date	10. Payee Name (Last, First, Middle)	11. EmplID

12. Full Name of UM Department	13. Contact Name	14. Dept. Contact Phone Number

15. Department Comments

16. NRA Taxation Specialist ONLY

- ☐ UM 374
- ☐ INS Copies
- ☐ UM 378
- ☐ ITIN Application sent to INS
- ☐ 8233 / W-8BEN
- ☐ Hand-drawn Check Request
- ☐ Contract (if needed)

Total Amount Paid _____

Less Tax Amount _____ _____%

Net Pay _____

_____ Initials _____ Date

17. Department / School Authorization: Signature _____ Date _____

UM 376A (FEB 10) 10/27/09