

A representative of the Tax Department will meet with you on **Tuesday at 9:30am** (if you were hired on Monday) to determine your tax status and collect tax forms. If you were hired on a Tuesday, please come on Wednesday at 9:30 am.

The Tax Department is located in the basement of the Otowi building. Look for signs saying “Foreign Nationals Check in Here”.

Please bring your Passport, visa, and DS-2019 or I-20 to this meeting.

You can contact Karen in the Tax Department at 664-0463 or tax@lanl.gov .