



Distr.
GENERAL

ST/AFS/SER.A/239
21 January 1954

INFORMATION CIRCULAR

To: Members of the Staff

Subject: ALIEN INCOME TAX CLEARANCE

All staff members, other than United States nationals and those holding diplomatic passports, are reminded that they must obtain an exit or sailing permit approximately five days in advance of departure from the United States. To obtain this sailing permit, staff members must go personally with their passport and United Nations laissez-passer to:

Alien Tax Division (main floor)
484 Lexington Avenue
(between 46th and 47th Streets)
New York City

This office is open daily from 9:00 a.m. to 5:00 p.m., Monday through Friday.

Staff members who hold a Permanent Residence Visa, when applying for alien income tax clearance, must also be in possession of copies of income tax returns for the past three years and a re-entry permit. Income earned from the United Nations becomes taxable upon signing of the waiver of immunities and privileges.

All staff members, regardless of nationality, are reminded at this time that upon returning to the United States they must be in possession of a smallpox vaccination certificate which may not be older than three years.

To ensure the minimum of inconvenience in this respect, staff members are requested to check their relevant papers with the Passport Office of the Travel Section in Room 2169 prior to visiting the Alien Tax Division. Staff members who are United States nationals should also have their travel papers checked by this unit prior to departure.