

International Postdocs – Separating from the University of Notre Dame

Last payment for salary and tax refund information

Before you separate from the university, consider the following:

- Check with the [Tax Assistance Program](#) to see if it's best for you to leave your bank account open to receive a tax refund or consider receiving a refund as a check issued by the IRS.
 - Talk to a **banker in your home country** to determine if they have the ability to accept, process and deposit a check in U.S. dollars drawn on a U.S. bank account.
 - Understand the timing and fees associated with the transaction, especially if your bank needs to "send the check for collection".
- Be aware that U.S. financial institutions will not initiate wire transfers outside of the U.S. without an authorized person on the account being physically present at the branch. This means that if you have funds in your bank account, you will need to find other methods to access the funds.
- Before you depart, meet with your **U.S. banker** to wire the majority of your balance to your home country.
 - Ask about any minimum account balance requirements or fees related to low account balances.
- Compare your departure date with the date of your last payroll and determine what options you have to access these funds.
 - Options are to have the last payroll direct deposited to your U.S. bank account or have a paper check mailed to you.
- Ask your **U.S. banker** the best way to access any funds that are deposited after you leave the U.S.
 - Consider using your debit/ATM card for purchases or withdrawing funds from an ATM but understand the fees associated with these transactions when initiated outside the U.S.
 - Likely there is an international fee that is a percentage of the transaction amount as well as a flat fee.
- Remember to inform your **U.S. bank** if your debit/ATM card will be used in other states or countries otherwise transactions might be red-flagged or rejected.
- Check in with your **host department** if you want your final payroll to not be a direct deposit to your bank account but a check mailed to you at your new address.
- Talk to a **banker in your home country** and determine if they have the ability to accept, process and deposit a check in U.S. dollars drawn on a U.S. bank account. Understand the timing and fees associated with the transaction, especially if your bank needs to "send the check for collection".