



## Foreign National Payee Information Form (Page 2)

The Foreign National Payee Information Form must be completed before you can receive any form of payment

(16) Is payment for a scholarship or fellowship?

What is the source of your scholarship or fellowship?

(17) Is payment for an honorarium only?

**ALL HONORARIUM RECIPIENTS WITH B-1, B-2, WB OR WT (AND MEXICANS AND CANADIANS WITHOUT AN I-94) MUST ANSWER THESE QUESTIONS:**

If the answer is "yes" to any one of these three questions, the payee cannot receive an honorarium.

A. Are you temporarily here at the University for other than "usual academic activities" (such as lecturing, teaching, sharing knowledge, master classes, teachings, or meeting of boards) that benefit the University?

B. Will you be at the University for longer than 9 days?

C. Have you received any payments from more than 5 universities in the last 6 months?

Acknowledgement for B-1, B-2, WB or WB Visa Foreign National. The activities at the University of San Diego will last no longer than 9 days and I have not accepted an honorarium and incidental expenses as a B-1, B-2, WB, or WB Visa visitor from more than 5 institutions in the previous 6 months.

Honorarium Acknowledgement Signature: \_\_\_\_\_

Date:

I here certify that all of the information on this form is true and correct. I understand that if my status changes from that which I have indicated on this form, I must submit a new Foreign National Information Form to the Payroll Office.

Signature: \_\_\_\_\_

Local Phone No.

Date:

Email Address:

If you wish to claim an exemption from the United States federal income taxes because your country of permanent residence has a tax treaty with the United States, you must complete every section of this form and you must attach Form 8233 (Exemption from Withholding on Compensation for Independent Personal Services of a National Alien Individual). Forward the Foreign National Payee Information Form, a copy of your passport, a copy of your Visa or border crossing card along with Form 8233 if you are claiming a tax treaty exemption to the Payroll Department located in Maher 112. If we determine that your personal situation makes you ineligible to claim an exemption from federal income taxes, both federal (30%) and state (12.3%) taxes will be withheld from your payment.

### Specific Line Instructions on the Foreign National Employee Information Form:

Box #

- (1) Name: List full name.
- (2) Social Security Number or ITIN: Enter U.S. social security number issued by the US Social Security Administration (for employment) or Individual Taxpayer Identification Number (ITIN) issued by the Internal Revenue Service (for other purposes). Do not list your ID number or numbers not assigned by the United States, i.e. a Canadian social security number. All employees must have a social security number in order to work. If not an employee, enter your ITIN issued by the IRS.
- (3) Have you claimed a tax treaty this calendar year?
- (4) Foreign Residence: List your non-US address.
- (5) Date of Birth.
- (6) Country of Citizenship.
- (7) Country that issued Passport: List the country that issued your passport, not the country where it was issued.
- (8) Passport #: Enter you passport number.
- (9) Passport expiration date. Enter the expiration date on your passport.
- (10) Visa#: Enter you Visa number.
- (11) **Visa Immigration Status:** Check the type of immigration status that you currently hold. If you check U.S. Immigration/Permanent Resident (holder of a "green" card), you may proceed to the bottom of the form. Sign and date.
- (12) Date of Entry in the United States.
- (13) Anticipated Departure Date from the United States.
- (14) Country of Tax Residence is where you last paid taxes as a resident and can be different from legal residence. Do not include the USA.
- (15) Immigration Activity. List.
- (16) Is payment for a scholarship or fellowship?
- (17) Is payment for an honorarium? 9-5-6 Rule