



Visitor Information Sheet for Payment Purposes

1) General Information

NAME: LAST FIRST MIDDLE U.S. TAX ID #

Permanent Resident Address - enter your address in the country where you claim to be a resident for purposes of that country's income tax (address where 1042-S Foreign Person's U.S. Source Income Statement will be mailed to).

Address

Street: _____

City or town, state or province, including zip code: _____

Country: _____

Country of Citizenship: _____

Country Issuing Passport: _____

Country of Residency: _____

Passport #: _____

US Visa #: _____

Passport Expiration Date: _____

US Visa Expiration Date: _____

I-94 Entry Date: _____ Exit Date: _____

If you are a U.S. resident for tax purposes check box at left, sign, date and return form to requestor. Not necessary to complete form.

If service performed outside the U.S. check here (37800) - DO NOT COMPLETE FORM.

2) Substantial Presence Test

The substantial presence test is used to determine whether a non-U.S. citizen should be classified for tax purposes as a resident alien or as a nonresident alien. The information below will assist you in determining your U.S. tax residency

Step 1: Check the statement that describes your status and follow the instructions.

I will be in the U.S. less than 31 days in the entire calendar year for which residency is being determined. (If you checked this box you are a nonresident alien for tax purposes. Do not complete Step 2 -- Go to box 3.)

I am a STUDENT on an F-1, J-1, M-1 or Q-1 visa, and including the calendar year in which this form is being prepared, throughout my lifetime I have been physically present in the U.S. as an F-1, J-1, M-1, or Q-1 visa holder (whether as a student, teacher, researcher or trainee) for five or fewer calendar years. Physical presence in the U.S. in such visa status for any part of a calendar year constitutes a full calendar year of presence. List all years that you were present in the U.S. for all or part of the calendar year in F-1, J-1, M-1, or Q-1 visa status whether as a student, teacher, researcher, or trainee status. Years present: _____

(If you meet these conditions, you are a nonresident alien for tax purposes for the calendar year in which this form is completed. Do not complete Step 2 -- Go to box 3)

I am a TEACHER, RESEARCHER, or TRAINEE on a J-1, or Q-1 visa, and with respect to the six calendar years immediately prior to the calendar year in which this form is being prepared, I was physically present in the U.S. as an F-1, J-1, M-1, or Q-1 visa holder (whether as a student, teacher, researcher, or trainee) for less than two of such six years. Physical presence in the U.S. in such visa status for any part of a calendar year constitutes a full calendar year of presence. List all years that you were present in the U.S. for all or any part of the calendar year in F-1, J-1, M-1, or Q-1 visa status whether as a student, teacher, researcher, or trainee status. Years present: _____

(If you meet these conditions, you are a nonresident alien for tax purposes for the calendar year in which this form is completed. Do not complete Step 2 -- Go to box 3)

No statement applies. Proceed to Step 2

Step 2: This step involves a calculation of the number of days that you have been physically present in the U.S. during the current year and the two immediately preceding years.

	YEAR	Days physically present in the U.S.	Calculation Factor	Days to Count
Current			x 1.0 =	
1st Preceding			x 1/3 =	
2nd Preceding			x 1/6 =	
			Total	

Check here if your total days in Step 2 are less than 183 days. You are a nonresident alien for Federal tax purposes for the current year.

Check here if your total days in Step 2 are equal to or greater than 183 days. You are a U.S. resident alien for Federal tax purposes for the current year. Please sign, date and return form to requestor. It is not necessary to complete form

3) Type of payment:

Consulting Fees/Professional Services
Honoraria
Participant Support (travel, meals, housing)
 support for one month or less
 support for more than one month
Award/Prize

Country where service was performed: _____

Country where service was performed: _____

4) My immigration status in the United States is: (Mark only one line):

B-1, B-2 Business Visitor (documentation needed: copy of passport, I-94 form and letter of invitation from ^ š } I š } v University - MUST COMPLETE SECTION 4 BELOW.

F-1 Student (documentation needed: copy of I-20, passport, I 94 form).

J-1 Student (documentation needed: copy of DS2019, passport, I 94 form).

J-1 Non-Student-Professor, Research Scholar, Trainee, Short-term scholar (documentation needed: copy of DS 9, passport, I-94 form and if ^ š } I š } v is not the sponsoring institution, attach letter from the international office of the sponsoring institution authorizing work).

H-1B sponsored by another institution. We can reimburse reasonable expenses. We cannot pay honoraria/speaker fees unless the H-1B is sponsored by ^ š } I š } v (documentation needed: copy of passport, I-94, original expense receipts for reimbursement).

WB, WT Visa Waiver Business Visa Waiver Tourist (documentation needed: copy of passport, ESTA (Electronic System for Travel Authorization) confirmation or I-94 form and letter of invitation from ^ š } I š } v University - MUST COMPLETE SECTION 4 BELOW.

Other: Explain

Please make sure you copy the I-94 card while here as you must surrender this card upon departure from the U.S.

5) For B-1, B-2, WB, WT VISA holders only: