

INDEPENDENT CONTRACTOR/HONORARIUM PAYMENT FORM CHECK LIST (Fee for Service)

INSTRUCTIONS: Items marked with an asterisk (*) are required. You must place a check mark next to each document included with your request and then attach the checklist to your request.

U.S. Citizens & Permanent

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|---|--------------------------|---|
| * | <input type="checkbox"/> | Independent Contractor/Honorarium Payment Form (Fee for Services) |
| * | <input type="checkbox"/> | CV/BIO |
| * | <input type="checkbox"/> | One of the following: Program/Flyer/Letter of Invitation/Description of Service |
| * | <input type="checkbox"/> | Form W-9 |
| | <input type="checkbox"/> | IRS 20 Factors of the Common Law Test (Not required for honorarium payments) |
| | <input type="checkbox"/> | Original receipts for expense reimbursement (1) |

B1, B2, & Visa Waivers WB, WT Honoraria With/Without Expenses

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|---|--------------------------|---|
| * | <input type="checkbox"/> | Independent Contractor/Honorarium Payment Form (Fee for Services) |
| * | <input type="checkbox"/> | CV/BIO |
| * | <input type="checkbox"/> | One of the following: Program/Flyer/Letter of Invitation/Description of Service |
| * | <input type="checkbox"/> | Arrival/Departure Record: Copy of I-94 or passport page stamped by Dept. of Homeland Security (DHS) with the arrival & departure dates and visa status. To retrieve an electronic copy of the I-94 form go to: www.cbp.gov/I94 |
| * | <input type="checkbox"/> | Form W8-BEN |
| * | <input type="checkbox"/> | Copy of foreign Passport - ID page and expiration date |
| * | <input type="checkbox"/> | Declaration statement from visitor stating that he/she will not perform services for more than 9 days, and will not receive such payments from more than 5 institutions in a 6 month period. (9-5-6 Rule) |
| | <input type="checkbox"/> | Form 8233 if claiming a tax treaty benefit (Visitor must have SS# or ITIN# to claim a tax treaty benefit.) |
| | <input type="checkbox"/> | Original receipts for expense reimbursement (1) |

F-1 Student with OPT or CPT Honoraria With/Without Expenses

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|---|--------------------------|---|
| * | <input type="checkbox"/> | Independent Contractor/Honorarium Payment Form (Fee for Services) |
| * | <input type="checkbox"/> | CV/BIO |
| * | <input type="checkbox"/> | One of the following: Program/Flyer/Letter of Invitation/Description of Service |
| * | <input type="checkbox"/> | Arrival/Departure Record: Copy of I-94 or passport page stamped by Dept. of Homeland Security (DHS) with the arrival & departure dates and visa status. To retrieve an electronic copy of the I-94 form go to: www.cbp.gov/I94 |
| * | <input type="checkbox"/> | Form W8-BEN |
| * | <input type="checkbox"/> | Copy of Foreign Passport - ID page and expiration date |
| | <input type="checkbox"/> | OPT: Copy of Employment Authorization Card |
| | <input type="checkbox"/> | CPT: Copy of Form I-20 with DSO approval |
| | <input type="checkbox"/> | Original receipts for expense reimbursement (1) |

J-1 Honoraria With/Without Expenses

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|---|--------------------------|---|
| * | <input type="checkbox"/> | Independent Contractor/Honorarium Payment Form (Fee for Services) |
| * | <input type="checkbox"/> | CV/BIO |
| * | <input type="checkbox"/> | One of the following: Program/Flyer/Letter of Invitation/Description of Service |
| * | <input type="checkbox"/> | Arrival/Departure Record: Copy of I-94 or passport page stamped by Dept. of Homeland Security (DHS) with the arrival & departure dates and visa status. To retrieve an electronic copy of the I-94 form go to: www.cbp.gov/I94 |
| * | <input type="checkbox"/> | Form W8-BEN |
| * | <input type="checkbox"/> | Copy of Foreign Passport - ID page and expiration date |
| * | <input type="checkbox"/> | Copy of DS-2019 - all pages |
| * | <input type="checkbox"/> | Letter from sponsoring agency, signed by the "Responsible <u>or</u> Alternate Responsible Officer" granting permission for specific activity and payment. (Not required for expense reimbursements.) |
| | <input type="checkbox"/> | Form 8233 if claiming a tax treaty benefit (Visitor must have SS# or ITIN# to claim a tax treaty benefit.) |
| | <input type="checkbox"/> | Original receipts for expense reimbursement (1) |

(1) Without original receipts the IRS requires us to withhold a portion of the reimbursement for tax purposes. For nonresident aliens, it is 30%.

EXPENSE ONLY REIMBURSEMENTS: For example, F-1 students, H-1B, and O-1 use [Procurement Travel Voucher Form](#).