



Foreign National Information Form

For Honoraria and Other Payments to Non-Employee Foreign Nationals

Purpose of this form: The purpose of this form is to verify foreign national visa status, honoraria eligibility, and tax residency. This information will be used to determine tax treaty eligibility. If a tax benefit is offered at the time of payment, treaty acceptance papers will be prepared for the payee's signature. The signed originals must be received in the Foreign National Tax Office for the payment to be issued. The extension of tax treaty benefits at the time of payment is at the discretion of the Foreign National Tax Office. If a tax treaty is not offered but the payee believes he is eligible, he may apply directly to the Internal Revenue Service for the benefit.

IMPORTANT: This form is to be completed by the foreign national and submitted to the requesting department **PRIOR** to finalizing arrangements.

Visa Status Verification

Will you be entering the U.S. in the proper ***visa status** for the activity in which you will be engaging at the University of Pittsburgh? Yes No

*Consult <http://cfo.pitt.edu/pexpress/payments/foreignnationals.php> for guidance on determining proper visa status.

Honoraria Eligibility

- 1. Will you perform a "usual academic activity" that is for the benefit of the University? Yes No
If you answered **No** this question, you are not permitted to receive an honorarium.
- 2. Will this/these "usual academic activity or activities" last longer than nine days? Yes No
If you answered **Yes** to this question, you are not permitted to receive an honorarium.
- 3. Have you accepted such payment or expenses from more than five institutions or organizations in the previous six-month period? Yes No
If you answered **Yes** to this question, you are not permitted to receive an honorarium.

Tax Residency and Treaty Eligibility

Last Name _____ First Name _____ Middle Initial _____

U.S. Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN) _____

Date of Birth (dd/mm/yyyy) _____ Email _____ Phone _____

Department you are visiting _____ Department contact _____

Information about your visit:

- 1. Are you a current student or employee of the University of Pittsburgh? Yes No
- 2. Are you engaged in a full-time program at any institution? Yes No
- 3. Are you the recipient of a grant (i.e., a non-service scholarship or fellowship)? Yes No
- 4. Is this payment a Royalty? Yes No
- 5. Is this payment an Award or Prize? Yes No
- 6. Do you have an office regularly available to you in the U.S.? Yes No
 - a. If you answered "yes", how many days in this calendar year is the office available to you? _____
- 7. Have you submitted an application to become a U.S. lawful permanent resident? Yes No



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U.S. Address Use U.S. Address for 1042S Mailer Slip

Address Line 1 _____
Address Line 2 _____
Address Line 3 _____
City _____ State _____ Zip Code _____

Foreign Address Use Foreign Address for 1042S Mailer Slip

Address Line 1 _____
Address Line 2 _____
Address Line 3 _____
City _____ Regional Postal Code _____
Province or Region _____ Country _____
Most recent country of Citizenship and/or permanent residency _____
Passport Number _____ Passport Expiration Date (dd/mm/yyyy) _____
Other countries of Citizenship and/or permanent residency _____

U.S. Immigration Activity

1. Date of your first visit to the U.S. (dd/mm/yyyy) _____
2. List your current visa status in the first row. In the following rows, list all immigration activity in the last three calendar years or any F, J, M, or Q visa immigration activity since 01-JAN-1985:

Visa Type / Immigration Status	J-1 Subcategory	Primary Purpose of Visit	Country of Tax Residence	Treaty Benefit Taken As	I-94 or ESTA Number	First Day in U.S.	Last Day in U.S.

Restricted Party Screening

List any institutions (including universities) or companies with which you are associated: _____

Required Documentation - Submit the following with this form:

1. Completed W-8BEN (copy is acceptable, however original must be submitted upon U.S. arrival)
2. Passport(s) photo page
3. U.S. visa (copy) or ESTA receipt (exception, Canada)

I certify that all of the above information is true, complete 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 Foreign National Tax Office. I authorize the University of Pittsburgh to release information contained in this document to Windstar Technologies, Inc., P.O. Box 800; 1504 Providence Hwy. Suite 13; Norwood, MA 02062-0800 for technical support for the International Tax Navigator system. **Export Control- Restricted Party Screening** - I understand that my information and my affiliated institution will be screened against all required databases to comply with export control laws and regulations. Visits, services (including speaking engagements), and payments are conditioned upon final approval from The University's Export Control Officer.

Signature: _____ Today's Date: _____