

Luskin School of Public Affairs
Honorarium/Guest Lecture Fee Request for Foreign Visitors

Clear Form

(Submit at least 30 days prior to Visitor's arrival)

Date: _____ Requestor: _____ Requestor's phone: _____

Payee's Full Name (last, first m.i.): _____

Payee's email address: _____

Payee's mailing address: _____

Country of Citizenship: _____

Amount: _____ Account name/number to be charged: _____
(capped at \$1,500)

Approved by: _____

1. Dates the visitor be at UCLA (please include all days of activity at UCLA and/or UCLA related activity):

2. Description of services the visitor be providing (please attached flyer announcement): _____

3. Type of Visa the visitor will be travelling on:

B or a Visa Waiver

Has the individual received 5 payments or reimbursements from the US in a 6 month period?

Yes No

Other (Please list): _____ Who is the sponsor? _____

4. Does the visitor have a US tax ID number? Yes _____

No Need to contact UCLA Tax Services, 310-794-0538, to set up an ITIN appointment while the visitor is at UCLA. Payment cannot be made without an ITIN.

5. Payment Information:

Payments to non-residents are subject to 30% Federal Tax Withholding (per I.R.C. 1441) unless exempt under a tax treaty.

Federal Tax withholding and reporting is determined through GLACIER forms and documents submitted by guest speaker and reviewed by Payroll Services

Federal Tax Withholding and Reporting is processed at year end on Form 1042-S, which is posted to the visitors' GLACIER Record.

REQUIRED: Advance notice (**at least a month before arrival**) need to schedule meeting with Fund Manager.

Guest Speaker will also need to complete forms and provide:

1. Passport
2. Visa
3. I-94 (IMPORTANT: Submit copy before leaving the states)
4. Individual Tax ID # - **Required**

(If no SSN or ITIN is available, contact UCLA Tax Services at 310-794-0538 to set up an ITIN appointment during the time that the visitor is at UCLA.)

Coordinator needs to complete initial Glacier Information Form with guest.

[Fund Manager will forward to Mike Sattin, copy to guest.]

NOTES:

Expect e-mail from support@online-tax.net with GLACIER logon information. This e-mail is not spam. Do not ignore or delete.

Once the Glacier Tax Record has been completed, please print, sign, date and submit the required tax forms and supporting information indicated on page 2 of the Glacier Tax Summary within 7 days from time of receiving GLACIER email.

If no e-mail address is available from guest, contact Mike Sattin to schedule appointment, (310) 794-8718.

Purpose of GLACIER: U.S Tax law requires UCLA to collect information from non- U.S Citizens to determine residency for tax purposes. UCLA collects that information via GLACIER. More information regarding U.C tax law for foreign individuals can be found at www.irs.gov.