

# Visitor's Information Sheet for Income and Travel

## I. GENERAL INFORMATION

PLEASE PROVIDE ALL INFORMATION REQUESTED

IMPORTANT INFORMATION ON THE REVERSE SIDE

This information will be used to prepare any forms needed **prior to your visit** to the Pennsylvania State University.

**IMPORTANT NOTE - You must have a U.S. Social Security Number (or tax identification number) in order to receive any payment other than an expense reimbursement.**

<u>Last or Family Name</u>	<u>First or Given Name</u>	<u>Middle Initial</u>	<u>Country of Residence</u>	<u>U.S. Social Security Number</u>       -     -
<u>Street Address</u>			<u>Telephone Number</u>	<u>Fax Number</u>
<u>City</u>	<u>State or Province</u>	<u>Zip or Postal Code</u>	<u>Country</u>	

## II. RESIDENCY STATUS

Please check the appropriate box (1, 2, 3, or 4) below to indicate your residency status for **tax purposes only**.

- 1  **I AM A UNITED STATES CITIZEN** I hereby certify that I am a citizen of the United States of America.
- 2  **I AM A PERMANENT RESIDENT.** I hereby certify that I have been given privilege, according to U.S. Immigration Laws, of residing permanently in the United States as an immigrant, and that this status has not been revoked, and has not been administratively or judicially determined to have been abandoned. A completed W-9 form must be attached. <http://www.irs.gov/pub/irs-pdf/fw9.pdf>
- 3  **I AM A RESIDENT FOR TAX PURPOSES.** I hereby certify that I am a resident of the United States of America, for tax purposes, because I have met the Substantial Presence Test for residency. Attach a copy of your I-94 card and a completed W-9 form. <http://www.irs.gov/pub/irs-pdf/fw9.pdf>
- 4  **I AM A NON-RESIDENT FOR TAX PURPOSES.** I DO NOT meet the requirements for residency in the United States of America. Attach a copy of your I-94 card.

## III. VISA TYPE - Please indicate the Immigration designation you intend to enter the United States with on this trip.

If you checked either box 1 or 2 in the residency section above, do not complete this section.

- B-2 or WT (visa waiver tourist classification) *Entering the U.S. on this visa type will prohibit Penn State from making any payments or expense reimbursements to you, unless each requirement in Part IV is satisfied.*
- B-1 or WB (visa waiver business classification) *Entering the U.S. on this visa type will prohibit Penn State from making any payments to you other than the reimbursement of actual travel expenses, unless each requirement in Part IV is satisfied.*
- J-1 Exchange Visitor       Other - please specify: \_\_\_\_\_

## IV. PAYMENTS TO B1/B2 VISA HOLDERS

Acknowledgement of individuals on a B-1, B-2, WB, WT visa status or those who are exempt from visa requirements. Check those that apply:

- The honorarium payment and/or expense reimbursement will relate to an academic activity.
- In the last six months, I have not accepted an honorarium or expense reimbursement from more than four institutions of higher education and/or research institutions within the United States Of America.
- My activity at The Pennsylvania State University will be for 9 days or less.

**Treaty Usage:** In order to claim treaty exemption from U.S. Federal Income Tax, you must submit a completed IRS form 8233 (Exemption from Withholding for Compensation of Independent Personal Services of a Non Resident Individual). These forms (8233 and VISIT forms) must be completed EACH time you wish to claim exemption, even within the same tax year.

I hereby certify, under penalties of perjury, that all of the above information is true and correct:

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

Date: \_\_\_\_\_

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**Purpose** The purpose of this document is to allow The Pennsylvania State University to collect the necessary information to smoothly and efficiently handle the details of your upcoming visit to our institution. Please return completed form to your host as soon as possible.

**I. General Information** Personal data requested in the first section of this document (name, address, etc.) will be used in the preparation of various university forms as they pertain to your visit. In most cases, any eligible payments to be made to you will be based on this information.

Please note that there are two fields requesting country. The block labeled as "Country" is for your mailing address. The block labeled "Country of Residence" is the country which is your tax home. If you have a U.S. Social Security Number, please enter in the appropriate block. Penn State's Accounting systems differentiate between individuals by this unique number. In addition, one is required by our federal government to have a Social Security Number in order receive any payment other than the reimbursement of actual travel expenses.

**II. Residency Status** This section is used by the University to establish (by your declaration), the determination of your tax residency. An alien will not be considered a United States Resident for Tax Purposes unless the individual is:

- A. a lawful permanent resident of the United States at any time during the calendar year, OR
- B. able to meet the Substantial Presence Test as specified by the Internal Revenue Service regulations.

Only those individuals who can claim to be a Non-Resident for tax purposes can claim treaty benefits for exemption from U.S. federal income taxes. If you wish to find out whether you qualify for treaty benefits, have your host contact Accounting Operations at Penn State University.

**III. Visa Type** This section is to notify Penn State as to which type of Visa you intend to use in order to enter the United States. For those visitors who are from countries that participate in the Visa Waiver Program, please note that Penn State can only reimburse actual expenses for those that enter under the "business" classification, unless you satisfy the federal law requirements listed in Part IV of this form. Business classification is noted as a "WB" on a card placed in your passport upon entry to the United States, known as an I-94 card. If you are unsure as to the type of Visa classification you should attempt to attain, contact your host at The Pennsylvania State University.

**IV. Payments to B1/B2 Visa Holders** The American Competitiveness Workforce Act allows payment of honoraria or incidental expenses to B-1, B-2, WB, and WT visa holders for "usual academic activity," if paid by a United States institution of higher education, a nonprofit, or a governmental research organization. Under the Act, an academic activity may not exceed nine days at a single institution. In addition, such visa holders cannot accept honoraria and/or incidental expenses from more than five institutions or organizations in the previous six month period. **Instead of B1/B2 status (not eligible to obtain US Social Security number), Short-term Scholar status should be used by all visitors expecting payment (other than expenses) if the visitor does not already have a Social Security or Tax Payer Identification Number.**

**Affirmation:** Your signature on this document represents that the information you have provided is both true and accurate. It also signifies that you understand it is your responsibility to enter the U.S. on this trip with the appropriate Visa, so that Penn State can honor the commitments made to you by your host.

If you have any questions regarding this document, contact your host as soon as possible in order to expedite the preparations needed for your upcoming visit.

Host's Name	
Address	
Phone Number	
Fax Number	
Internet Address	