Non-Employee Information Form

I. GENERAL INFORMATION

PLEASE PROVIDE ALL INFORMATION REQUESTED — IMPORTANT INFORMATION ON THE SECOND PAGE

This form is for collection of information and does not cover all documentation that may be required for payments to all non-employees.

Last or Family Name	First or Given Name	Middle Initial	Date of Birth

Street Address		Telephone Number	Country of Legal Residency

City	State or Province	Zip or Postal Code	Country of Mailing Address

II. 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to U.S. Immigration Laws, of residing permanently in the United States as an immigrant, and that this status has not been revoked, and has not been administratively or judicially determined to have been abandoned.

☐ 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 Admission Stamp or I-94 verification**.

☐ 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 Admission Stamp or I-94 verification.**

III. ADMISSION CLASSIFICATION

Please indicate the classification with which you will enter the United States or with which you are currently in the US.

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 admission class will prohibit Penn State from making any payments or expense reimbursements to you, unless each requirement in Part IV is satisfied. (Canadian and Mexican residents without an Admission Stamp must check this designation.)

☐ **B-1 or WB (visa waiver business classification)** Entering the U.S. on this admission class 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.

☐ **F-1 Student** ☐ **H-1B**

☐ **J-1 Exchange Visitor** ☐ **Other - please specify:** _____

IV. PAYMENTS TO B-1/WB and B-2/WT ADMISSION CLASSES

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 other institutions of higher education and/or research institutions within the United States of America.

☐ My activity at The Pennsylvania State University or another institution in the United States 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 NEI 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 _____

Non-Employee Information Form

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 visit to our institution and to authorize payments to be made to you or on your behalf. Please return the completed form to your host as soon as possible.

I. General

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.

II. Residency Status

This section is used by the University to establish (by your declaration), the determnation 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 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. Admission Classification

This section is to notify Penn State as to which admission classification you intend to use 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 the admission stamp in your passport upon entry to the United States. If you are unsure as to the type of classification you should attempt to obtain, contact your host at The Pennsylvania State University

IV. Payments to B-1/WB and B-2/WT Admission Classes

The American Competitiveness Workforce Act allows payment of honoraria or incidental expenses to B-1, B-2, WB, and WT admission classes 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 admission classes cannot accept honoraria and/or incidental expenses from more than five institutions or organizations in the previous six month period. **Instead of B-1/B-2 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 admission class, 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 _____