

# Olivet University

## Foreign Visitors Honoraria Eligibility Certification

1. Name  
First: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_

2. U.S. taxpayer identification number (required for work performed in the U.S.): \_\_\_\_\_

3. Permanent residences address (street, apt. or suite no., or rural route). **Do not use a P.O. Box.**

\_\_\_\_\_

4. City or town, state or province. Include postal code where appropriate. Country (do not abbreviate)

\_\_\_\_\_

5. Mailing address (if different from above)

\_\_\_\_\_

6. City or town, state or province. Include postal code where appropriate. Country (do not abbreviate)

\_\_\_\_\_

I understand that Olivet University is required by federal law to withhold 30 percent tax from honoraria payments for work performed in the US, unless specifically exempted by an income tax treaty, and to issue a 1042-S form to me at year end, and that I will be required to file a US income tax return by April 15th of next year.

I hereby certify to the following facts:

1. The services are being conducted for the benefit of \_\_\_\_\_.
2. The activities will last no longer than 9 days at this institution.
3. I have not accepted honoraria and incidental expenses from more than 5 institutions or organizations in the previous 6 months.

**Under the penalties of perjury, I declare that to the best of my knowledge and belief, the above statements are true, correct, and complete. The Internal Revenue Service does not require your consent to any provisions of this document other than the certifications required to establish your status as a foreign person and, if applicable, obtain a reduced rate of withholding.**

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

After your arrival to our campus, submit this form along with a **legible** copy of the first page of your passport, visa, I-94 card, and the IAP-66 for J-1 visas to your sponsor. They will attach these documents to the accounting voucher. **Checks to foreign nationals may be processed only after a complete packet of documentation is received and reviewed for compliance with IRS and INS regulations.**