

Olivet University

Foreign National Information Form

This form must be completed before a foreign national can receive any form of payment (honorarium, scholarship, wages, or business-related reimbursement). The following documents must be attached to the completed form: 1. Copy of Passport; 2. Copy of Visa; 3. Copy of I-94 Departure Record; 4. Copy of Social Security card or ITIN card; 5. Copy of Form I-20 (if a student) or Form IAP66/DS2019.

PERSONAL INFORMATION

Last or Family Name: _____
First: _____ Middle: _____
U.S. Social Security No. or Individual Taxpayer Identification No.: _____
Date of Birth: _____ (month/day/year)
U.S. Telephone No.: (Home) _____ U.S. Telephone No.: (Work) _____
Email Address: _____

U.S. Local Street Address:	Foreign Residence Permanent Address: (Do not use P.O. Box)
_____	_____
<i>Street</i>	<i>Street</i>
_____	_____
<i>City</i>	<i>City Province/State Postal Code</i>
_____	_____
<i>State Zip Code</i>	<i>Country</i>

PASSPORT INFORMATION

Country of Citizenship: _____
Country that issued passport: _____
Passport No.: _____ Expiration Date: _____
Visa No.: (Control Number in Upper Right Corner of Visa): _____

VISA DETAIL

CURRENT IMMIGRATION STATUS

<input type="checkbox"/> U.S. Immigrant/Permanent Resident (attach copy of green card)	<input type="checkbox"/> F-1 Student
<input type="checkbox"/> H-1B Temporary Worker	<input type="checkbox"/> J-2 Dependent
<input type="checkbox"/> J-1 Exchange Visitor	<input type="checkbox"/> Other: _____

*IF J-1 Exchange Visitor, what J-1 category?

<input type="checkbox"/> Student	<input type="checkbox"/> Professor	<input type="checkbox"/> Research Scholar	<input type="checkbox"/> Short Term Scholar	<input type="checkbox"/> Other: _____
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PRIMARY ACTIVITY DURING THIS VISIT (Choose Only One)

Studying in a degree program	Observing	Demonstrating special skills
Studying in a non-degree program	Consulting	Clinical activities
Teaching	Conducting Research	Temporary Employment
Lecturing	Training	Other _____

What was the start date of your immigration status for this activity? _____
(The date you first entered the U.S. for the primary activity –I-94 departure record) Month / Day / Year

What is the projected end date of your primary activity? _____
(Completion date on immigration document, I-20, DS2019, or end date of employment) Month / Day / Year

If you are a consultant or self-employed individual that will receive an honorarium for the primary activity, complete questions 1-5.

- (1) Describe the activity (teaching, lecturing, conducting research, training, consulting) you are receiving self-employment income for: _____
- (2) List the number of days you will perform services on the OU Campus: _____ # of days

CERTIFICATION

If your country has a tax treaty with the U.S., but you elect NOT to use these benefits, please initial here: _____

I hereby certify that all of the above information is true and correct. I understand that if my status changes from that which I have indicated on the form, I must submit a new Foreign National Information Form to the Business Office.

Signature: _____ Date: _____

U.S. Tax Treaty Countries

Australia	Israel	Slovak Republic
Austria	Italy	Slovenia
Barbados	Jamaica	South Africa
Belgium	Japan	Spain
Canada	Kazakhstan	Sweden
China	Korea	Switzerland
Cyprus	Latvia	Thailand
Czech Republic	Lithuania	Trinidad
Denmark	Luxembourg	Tunisia
Egypt	Mexico	Turkey
Estonia	Morocco	Ukraine
Finland	Netherlands	Union of Soviet Socialist Republics
France	New Zealand	United Kingdom
Germany	Norway	United States Model
Greece	Pakistan	Venezuela
Hungary	Philippines	
Iceland	Poland	
India	Portugal	
Indonesia	Romania	
Ireland	Russia	

****You must have a Social Security Number or Individual Taxpayer Identification Number to apply for a tax treaty benefit.****

Payments to nonresident aliens for services performed or benefits received within the U.S. may be subject to a maximum withholding tax rate of 30%. If you are a nonresident alien and believe that you may qualify for a tax treaty exemption, additional form (IRS Form 8233) must be submitted with this completed "Foreign National Information Form". IRS Forms 8233 and W-8BEN may be downloaded from ALE or at the IRS website www.irs.gov/prod/forms_pubs/

IRS Form 8233 is used by nonresident aliens to claim exemption from withholding on compensation for Independent Personal Services and some Dependent Personal Services. The exemption must be based on a tax treaty to which the United States is a party. Part I of the form must be filled out completely. The Business Office will determine if the payee is eligible for the exemption per IRS regulations and University administrative procedures. The Business Office will complete Part II of the form and apply for the exemption. A new Form 8233 must be submitted for each calendar year with the "Foreign National Information Form" (FNIF) annual update.