

International Guest Lecturer Information Form



Complete and return this form to the Human Resources Office, Bunting Center B310, 410-225-2105.
Please direct questions regarding the form to this office. Submission of this form prior to activity is required for payment.

SPECIAL NOTE: Visitors on TN, H-1B, or O visas not sponsored by Maryland Institute College of Art (MICA) may **NOT** receive honoraria or service payments (including employee compensations) from MICA.

SECTION A – GENERAL INFORMATION

1. Last Name/Surname: _____

First Name/Given Name: _____ Middle Initial: _____

2. U.S. Social Security Number of U.S. Individual Taxpayer Identification Number (ITIN): _____

Note: A US Social Security # or US ITIN is required to claim tax treaty benefits, otherwise you will be subject to a maximum withholding tax rate of 30%.

3. United States Address

4. Foreign Address

Line 1: _____

Line 1: _____

Line 2 : _____

Line 2: _____

Line 3 : _____

Line 3: _____

City/Town: _____

City/Town: _____

State: _____

State: _____

Zip/Postal Code: _____

Zip/Postal Code: _____

Country: USA

Country: _____

Telephone _____

Telephone _____

5. Email Address _____

SECTION C – PASSPORT AND VISA INFORMATION

9. Visa Type – Select One

☐ B-1 ☐ WB (Visa Waiver for Business)

☐ B-2 ☐ WT (Visa Waiver for Tourism) ☐ Other, please specify: _____

Note: B1, B2, WB, and WT visa holders may be paid an honorarium for usual academic activity not exceeding **nine (9) days** in duration, provided that such individual has not received honoraria from more than five (5) institutions in the previous six month period.

SECTION C – PASSPORT AND VISA INFORMATION (Continued)

10. Primary Purpose/Activity of Visit – Select one:

☐ Guest Lecturer ☐ Conference Participant/Workshop Leader ☐ Researcher

☐ Other, please specify: _____

11. The dates of my activity at MICA will be from _____ to _____

12. Country Issuing Passport: _____ Country of Citizenship _____

13. Passport Number _____ Visa Number _____

SECTION D – TAX TREATY EXEMPTION INFORMATION – IRS FORMS 8233 AND W-8BEN

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

Payments to non-resident 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 non-resident alien and feel you may qualify for a tax treaty exemption, additional forms (IRS Form 8233 or IRS Form W-8-BEN) must be submitted with this completed “International Guest Lecturer Information Form”. IRS Forms 8233 and W-8BEN may be downloaded from the IRS website at www.irs.gov/prod/forms_pubs.

IRS Form 8233 is used by non-resident 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 Payroll Office will determine if the payee is eligible for the exemption per IRS regulations and College administrative procedures. The Payroll Office will complete Part II of the form and apply for the exemption.

IRS FORM W-8BEN is used by non-resident aliens to claim exemption from withholding on other types of income (e.g., royalties, grants, scholarships, fellowships). Contact the Payroll Office to determine if the Form W-8BEN is appropriated for the income being paid. The exemption must be based on a tax treaty to which the United States is a party. The form must be filled out completely. The Payroll Office will determine if the payee is eligible for the exemption per IRS regulations and College Administrative procedures.

-----CERTIFICATION-----

I certify that all of the above information is true and correct.

Signature: _____ Date: _____