

**University of Louisiana at Lafayette  
Foreign National Data Form**

**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 I-20 (if a student) or DS2019.**

IDENTIFICATION OF PAYEE			
Name (Last, First, Middle) / Vendor		UL ID Number	SSN/ITIN/FTIN
Street Address <u>in U.S.</u>		Foreign Tax Id:	
Street Address Line 2		Email Address:	
City, State, Zip Code		Foreign Residence Address	
Country of Citizenship		Street Address Line 2	
Passport #		City, Province, Country, Postal Code	
Passport Expiration Date (mm/dd/year)		Country that issued passport	
Department requesting payment:		Visa #	
UNIVERSITY STATUS (Check all that apply)			
<input type="checkbox"/> Faculty, staff or student employee	<input type="checkbox"/> Independent contractor	<input type="checkbox"/> Scholarship Fellowship recipient	<input type="checkbox"/> Work performed outside U.S.
			<input type="checkbox"/> Other
TYPE OF PAYMENT RECEIVING			
<input type="checkbox"/> Guest Lecture/Speaker/Artist – payment for service		<input type="checkbox"/> Non-qualified Scholarship	
<input type="checkbox"/> Guest Lecture/Speaker/Artist – only seeking travel reimbursement		<input type="checkbox"/> Student Travel Grant or travel reimbursement	
<input type="checkbox"/> Royalty		<input type="checkbox"/> Award/Prize	
<input type="checkbox"/> Other		<input type="checkbox"/> Participant Support Stipend	
IMMIGRATION STATUS INFORMATION- (check one)			
<input type="checkbox"/> Permanent Resident			
<input type="checkbox"/> B1/B2		I certify will be at the University of Louisiana at Lafayette for nine business days or less and I have not received more than five payments (including this reimbursement) from U.S. sources in the past six months. _____ Signature	
<input type="checkbox"/> J1	<input type="checkbox"/> student	If you are not a student/researcher/teacher sponsored by the University of Louisiana at Lafayette, please provide written authorization from the responsible officer (RO) of your designated sponsor.	
	<input type="checkbox"/> professor		
	<input type="checkbox"/> researcher		
	<input type="checkbox"/> short term		
	<input type="checkbox"/> other		
<input type="checkbox"/> F1		If you are not a student sponsored by the University of Louisiana at Lafayette, please provide written authorization from the responsible officer (RO) of your designated sponsor.	
<input type="checkbox"/> H1B			
<input type="checkbox"/> Other: _____			

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*List any F, J, M or Q visa immigration activity since January 1, 1985. All other visa immigration activity only for the past three calendar years*

Date of US Entry month/day/year	Date of US Exit month/day/year	Immigration status / J1 category if applicable	Primary Activity	Did you take treaty benefits?	
				<input type="checkbox"/> Yes	<input type="checkbox"/> No
				<input type="checkbox"/> Yes	<input type="checkbox"/> No
				<input type="checkbox"/> Yes	<input type="checkbox"/> No
				<input type="checkbox"/> Yes	<input type="checkbox"/> No
				<input type="checkbox"/> Yes	<input type="checkbox"/> No
				<input type="checkbox"/> Yes	<input type="checkbox"/> No
				<input type="checkbox"/> Yes	<input type="checkbox"/> No
				<input type="checkbox"/> Yes	<input type="checkbox"/> No
				<input type="checkbox"/> Yes	<input type="checkbox"/> No

**RESIDENCY**

What country did you live in just prior to this visit to the U.S.?

Did you pay taxes as a resident of that country? (If you did not pay taxes in your home country only because you did not earn enough income or because you were in school, answer "yes" that you paid taxes.)  yes  no

Did your tax residency in that country end prior to this visit to the U.S.?  yes  no

If yes, when? \_\_\_\_\_(mm/dd/year)

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*Under penalties of perjury, I certify that all the information on this form is true and correct. I understand that if my status changes, I must submit a new form.*

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

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<p><b>IDENTIFICATION OF PAYEE</b></p> <ul style="list-style-type: none"> <li>• <b>Name</b> – Enter your full name.</li> <li>• <b>UL ID Number</b> – University employees/ students enter your 9 digit ULID.</li> <li>• <b>Taxpayer ID</b> – Enter your social security number, individual taxpayer identification number, or employer identification number.</li> <li>• <b>Email Address</b> – Enter your email address</li> <li>• <b>Street Address in U.S.</b> – Enter your current mailing address in U.S.</li> <li>• <b>Permanent Residence Address</b> – Enter your permanent address in the country where you claim to be a resident for purposes of that country’s income tax. (Do not use a University address or post office box address.</li> <li>• <b>University Status</b> – Check all that apply.</li> <li>• <b>Type of Payment Received</b> – check the type of payment you will be receiving.</li> <li>• <b>Department</b> – Enter the name of the department that is compensating you.</li> </ul>	<p><b>TYPE OF PAYMENT RECEIVED</b></p> <ul style="list-style-type: none"> <li>• <b>Guest Lecture/Speaker/Artist</b> – Honorarium for services performed. May be subject to tax withholding.</li> <li>• <b>Guest Lecture/Speaker/Artist</b> – Travel or expense reimbursement only. Not subject to income tax. Must provide <u>original</u> receipts for expenses reimbursed.</li> <li>• <b>Royalty</b> – Sum of money paid to patentee for the use of a patent or to an author or composer for each copy of a book sold or for each public performance of a work. May be subject to tax withholding.</li> <li>• <b>Non-qualified scholarship</b> – Payments that are used for expenses such as room, board, travel and personal expenses. May be subject to tax withholding.</li> <li>• <b>Student travel grant or reimbursement</b>- Reimbursement to a student who is traveling as part of their study and not as an employee of the university.</li> <li>• <b>Award / Prize</b> – Payment in recognition of an achievement or as a result of entering a contest. Prizes and awards are always taxable.</li> <li>• <b>Participant Support Stipend</b> – Payments provided to a study participant or to a workshop attendee</li> </ul>
<p><b>IMMIGRATION STATUS INFORMATION</b></p> <ul style="list-style-type: none"> <li>• <b>B1/B2</b>- Business visitor may not undertake gainful employment in the U.S. and may not receive any remuneration from U.S. sources other than honorarium or other reimbursement for incidental expenses (travel, lodging and other incidental expenses). Your visit to the University of Louisiana at Lafayette cannot exceed nine days and visitor can only receive a maximum of five payments within the last six months. Payments are subject to 30% income tax withholding unless specifically excluded from tax by a tax treaty.</li> <li>• <b>J1</b>- A non-immigrant visa issued by the U.S. to students, research scholars, and professors participating in programs that promote cultural exchange. The amount of taxation on income earned varies according to the specific category the visitor was admitted under and the duration of the visitor’s stay in the U.S. If the University of Louisiana at Lafayette is not who sponsored your visa you will need to provide written authorization from the responsible officer (RO) of your designated sponsor in order to receive payment.</li> <li>• <b>F1</b>- A non-immigrant visa for those wishing to study in the U.S. If the University of Louisiana at Lafayette is not who sponsored your visa you will need to provide written authorization from the responsible officer (RO) of your designated sponsor in order to receive payment.</li> <li>• We have listed only the most common visa types; if you have something else please indicate it in the “other” blank.</li> </ul>	