



Tax Cover Sheet International Visitor-Honorarium & Nonemployee Travel

Please submit to Poplars 509, IU Bloomington, OR via Fax 812-856-4861
For questions, please contact FMS Tax 812-855-5657, taxpayer@indiana.edu

IU Department **MUST** complete ALL questions 1-6 & 17:

1. If the payment is subject to tax withholding, will the department pay the taxes (gross up) for the payee?
YES **NO** **If left blank, answer defaults to "NO".**

2. Dept. Contact

3. Date form completed

4. Phone

5. Email

6. DV #

OR PO Doc ID#

Questions 7-16 Can be completed by our International Visitor or by the IU Department

7. Visitor's Printed Name (Last, First)

8. What is the purpose of the IU visit? (Check all that apply)

Artist/Public Performer

Collaborator* (with whom: _____)

Presenter/Speaker/Lecturer

Other: _____

*An individual will serve in an advisory or consulting capacity with an IU professor/doctor ("collaboration between equals") type of arrangement

9. List the number of days you participated in the activity in #8

_____ days

10. Do you have a US tax ID number? _____ YES _____ NO

10(a). At IU, have you applied for ITIN? _____ YES _____ NO

10(b). If yes, to either, do you wish tax treaty benefits? _____ YES _____ NO

11. Have you been paid or reimbursed by **more than 5** U.S. institutions (excluding this visit to IU) during the **past 6 months**?

_____ Yes _____ No

[See instructions for additional detail]

CONFIRMED WITH VISITOR

12. Passport Country used to enter U.S. _____

13. Is this also your country of tax residence? _____ YES _____ NO

If NO, please indicate your country of tax residence. _____

14. **MUST** provide a copy of the I-94 Departure Card or a clear copy of this visit's entry passport stamp. Check box to define status as:

B-1/WB

B-2/WT

J-1 professor/research scholar

O-1/P-1

F-1/J-1 student

Other: _____

15. Date Range as shown on I-94 departure card or passport stamp.

16. F, J, O, or P immigration status has a sponsoring institution. Please name the institution.

17. Documents to be included with this cover sheet if # 10(b) is "YES" :

Form W8BEN [assumed included w/ vendor set-up]

copy of I-20 (F status)

Copy of I-94 card (**always required**; see #14)

copy of DS-2019 (J status)

International Tax Questionnaire (for tax treaty)

copy of I-797 (O, P status)

