Payment Process for International Visitors who entered the U.S.

Overview

(Individuals who are not current UO enrolled students, faculty, or staff)

Follow any applicable PCS procedures

Will the honorarium or services last 9 days or LESS and has your visitor not been paid or reimbursed by more than 5 institutions in the past 6 months?

Visitor must obtain a work authorized Visa status. Contact the Office of International Affairs

Does the Payment include an honorarium or a fee for service?

Visitor must fill out and sign UO International Visitors Declaration form.

Does your visitor have a U.S. Tax Identification Number (ITIN) or U.S. Social Security Number (SSN)?

Submit an original signature 8233 form to BAO. IRS has 10 days to review, no tax withholding.

Will the travel include a period of time that lasts 9 days or LESS and has your visitor not been paid or reimbursed by more than 5 institutions in the past 6 months?

Contact BAO 6-0782 for a determination if your visitor is eligible for tax treaty benefits. Not all countries have tax treaties with the U.S., and some treaty articles contain restrictions on eligibility.

Visitor must fill out and sign UO International Visitors Declaration form.

Not eligible for Treaty Benefits. BAO will create a credit memo for 30% tax withholding on the portion of the payment for fees for service, not the travel expenses.

Enter payment in Banner and include I-94 and UO International Visitors Declaration form with any travel documentation submitted, if applicable.

Request a W-8BEN form and an I-94 from the visitor

Is your visitor an F-1 or J-1 visaholder from another University or College?

Visit must fill out and sign UO International Visitors Declaration form.

Return to Payment Process for International Visitors