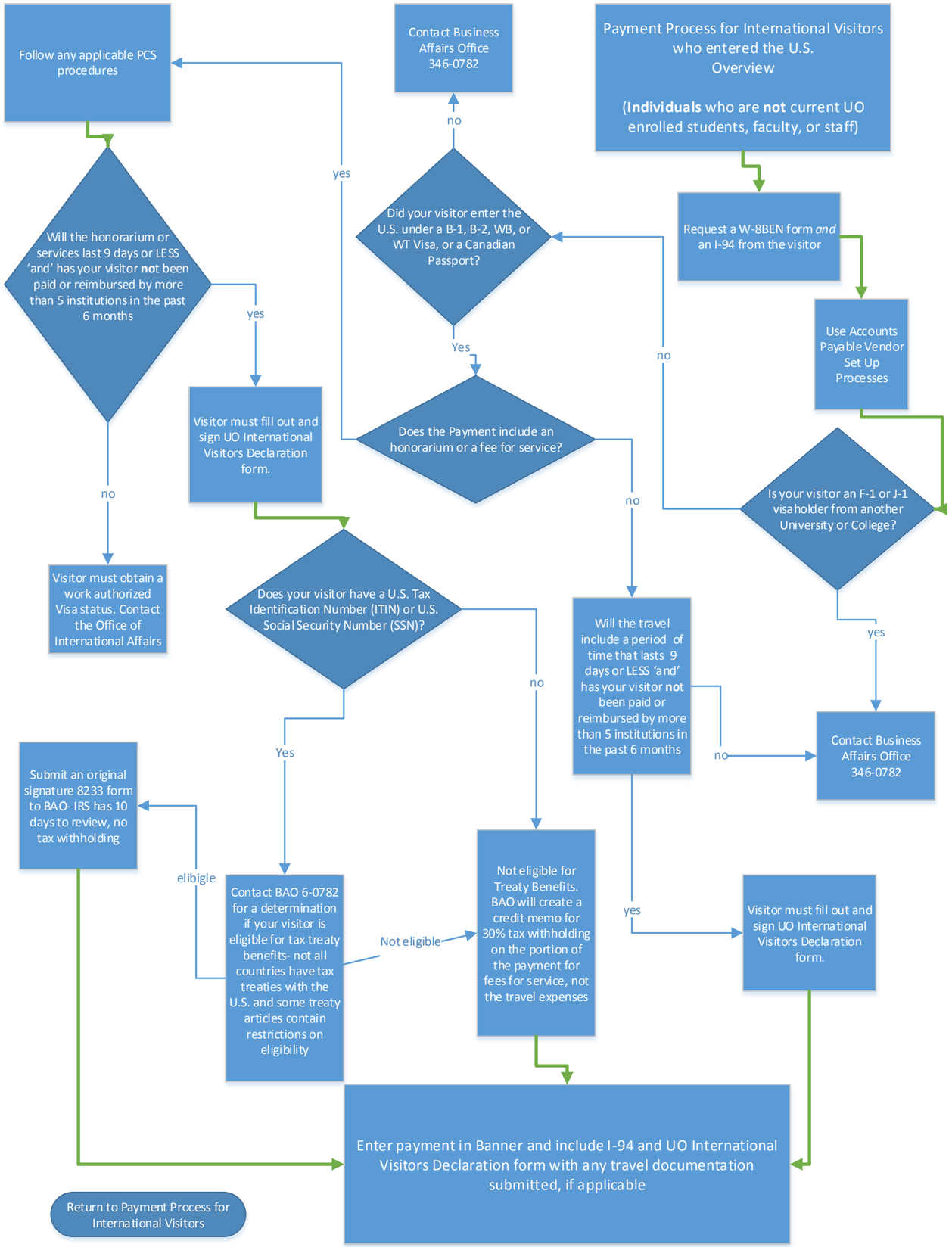
Payment Process for International Visitors who entered the U.S.
Overview
(**Individuals** who are **not** current UO enrolled students, faculty, or staff)
Request a W-8BEN form *and* an I-94 from the visitor
Use Accounts Payable Vendor Set Up Processes
Is your visitor an F-1 or J-1 visaholder from another University or College?
yes
Contact Business Affairs Office 346-0782
no
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
no
Contact Business Affairs Office 346-0782
yes
Visitor must fill out and sign UO International Visitors Declaration form.
no
Did your visitor enter the U.S. under a B-1, B-2, WB, or WT Visa, or a Canadian Passport?
no
Contact Business Affairs Office 346-0782
Yes
Does the Payment include an honorarium or a fee for service?
yes
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
yes
Visitor must fill out and sign UO International Visitors Declaration form.
no
Visitor must obtain a work authorized Visa status. Contact the Office of International Affairs
Does your visitor have a U.S. Tax Identification Number (ITIN) or U.S. Social Security Number (SSN)?
no
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
Yes
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
Not eligible
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Submit an original signature 8233 form to BAO- IRS has 10 days to review, no tax withholding
Enter payment in Banner and include I-94 and UO International Visitors Declaration form with any travel documentation submitted, if applicable
Return to Payment Process for International Visitors