

Office of Finance

Foreign Visitor Payment Request Form

DEPARTMENT INFORMATION

DATE OF REQUEST	
DEPARTMENT NAME	
BUDGET UNIT DIRECTOR NAME	
BUDGET CODE AND SUBACCOUNT	
CONTACT NAME/EMAIL/PHONE	

PAYEE INFORMATION

PAYEE (LAST NAME, FIRST NAME)	
BANNER I.D.	
MAILING ADDRESS	
Street/apt	
State/zip code	
Country	
PAYMENT REASON	
PAYMENT TYPE	HONORARIUM <input type="checkbox"/> PERFORMANCE <input type="checkbox"/> TRAVEL ONLY <input type="checkbox"/> OTHER <input type="checkbox"/>
DATES OF ENGAGEMENT	
AMOUNT OF PAYMENT	
GROSS UP PAYMENT?*	YES <input type="checkbox"/> NO <input type="checkbox"/> PREPAYMENT? YES <input type="checkbox"/> NO <input type="checkbox"/>
METHOD OF PAYMENT	MAIL CHECK <input type="checkbox"/> HOLD CHECK FOR PICKUP <input type="checkbox"/> WIRE TRANSFER <input type="checkbox"/>
If Pickup – Name and number of person picking up check	
If wire transfer there is an Additional fee – Name of bank	
Full address of bank	
Name of payee on account	
Routing number of bank	
Account number of payee	

ATTACHMENT CHECKLIST

FORM NAME	Check off	FIND IT AT:
FOREIGN VISITOR INFORMATION FORM	<input type="checkbox"/>	EMAIL LISA HECKER @lhecker@odu.edu or JAMALER COOPER @j2cooper@odu.edu
W8BEN/W9 FORM	<input type="checkbox"/>	https://odu.edu/vendors/responsibilities/w-9-request
STANDARD SPEAKING ENGAGEMENT	<input type="checkbox"/>	https://odu.edu/content/dam/odu/offices/procurement-services/docs/standard-engagement-07132011.pdf
INDEPENDENT PERSONAL SERVICES CERT (IPSC)	<input type="checkbox"/>	https://odu.edu/content/dam/odu/offices/finance-office/docs/worker-classification/IPSC-form.pdf
INDUSTRY PRACTICE CHECKSLIST(3 PAGES)	<input type="checkbox"/>	https://odu.edu/content/dam/odu/offices/finance-office/docs/worker-classification/IPSC-checklist.pdf
COPY OF PASSPORT	<input type="checkbox"/>	From visitor when arrives
COPY OF 1-94 ARRIVAL	<input type="checkbox"/>	From visitor or with visitor permission at https://i94.cbp.dhs.gov/I94/#/home#section

Signature of Budget Unit Director	Date
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***Please note:** Most types of U.S. source income paid to a foreign national are subject to a U.S. withholding tax of 30 percent. A reduced rate, including exemptions from tax may apply by virtue of an IRS code section or a provision of a tax treaty. Departments may ‘gross up’ the payment so the visitor receives the full amount offered. Grossing up the payment will result in an increased amount charged to the budget. If you need further assistance or have questions related to grossing up the payment; please contact Lisa Hecker at lhecker@odu.edu 757-683-3193, or Jamaler Cooper at j2cooper@odu.edu 757-683-3037.