

# 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: payrollinternationaltaxandpayments@odu.edu
W8BEN/W9 FORM	<input type="checkbox"/>	<a href="https://odu.edu/vendors/responsibilities/w-9-request">https://odu.edu/vendors/responsibilities/w-9-request</a>
STANDARD SPEAKING ENGAGEMENT NOT ALWAYS IS REQUIRED	<input type="checkbox"/>	<a href="https://www.odu.edu/sites/default/files/2023/documents/SEAs_TEMPLATE%20Agreement_08312023.pdf">https://www.odu.edu/sites/default/files/2023/documents/SEAs_TEMPLATE%20Agreement_08312023.pdf</a>
INDEPENDENT PERSONAL SERVICES CERT (IPSC)	<input type="checkbox"/>	<a href="https://www.odu.edu/sites/default/files/documents/IPSC-form.pdf">https://www.odu.edu/sites/default/files/documents/IPSC-form.pdf</a>
INDUSTRY PRACTICE CHECKSLIST(3 PAGES)	<input type="checkbox"/>	<a href="https://www.odu.edu/sites/default/files/documents/IPSC-checklist.pdf">https://www.odu.edu/sites/default/files/documents/IPSC-checklist.pdf</a>
COPY OF PASSPORT & VISA	<input type="checkbox"/>	From visitor when arrives
COPY OF 1-94 ARRIVAL	<input type="checkbox"/>	From visitor or with visitor permission at <a href="https://i94.cbp.dhs.gov/i94/#/home#section">https://i94.cbp.dhs.gov/i94/#/home#section</a>

Signature of Budget Unit Director	Date
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**\*Please note** the general rule for federal taxation on pay for foreign nationals requires ODU to take 30% tax withholding at the time payment is made unless an exception to the rule can be applied. Departments may “gross up” a payment so that the visitor will receive the full amount offered. The gross amount is increased and charged to the department budget using a gross up formula based on the percentage of taxes. **Example:** Payment of \$500 charged to department would be taxed at 30%, visitor would receive \$350 and the IRS would receive \$150. If grossed up, the same payment charged to department becomes \$714.29, visitor would receive \$500, and IRS would receive \$214.29. Contact Natalia Watkins at [mwatkins@odu.edu](mailto:mwatkins@odu.edu) or 683-4980 for assistance.