

MARCO GUEST TRAVEL/HONORARIUM FORMS

Are you a US Citizen or
Green Card holder?

YES

NO

COMPLETE THESE FORMS:

- Marco Guest Questionnaire**
- UT Vendor Payment Selection form**
Allows for direct deposit of honorarium and/or any travel reimbursements to your bank account (or via check).
- UT Business Classification form**
Please simply include your full name and email address then mark box as you see fit.
- W-9 Form**
IRS requirement. Signature must be blue or black ink or electronic stamped signature. Download the W-9 form here:
<https://www.irs.gov/pub/irs-pdf/fw9.pdf>

**If you are a US Citizen, you are done!
Green Card Holders:**

- Please also send us a copy of your Green Card (front & back).

PLEASE ALSO SEND THE FOLLOWING:

- Copy of passport**
- Copy of Visa** (or **ESTA** if from Visa waiver country)
 - If you have an **F1 Visa**, please also send a copy of **Form I-20**.
 - If you have a **J1 Visa**, please also send a copy of **Form DS2019**.

COMPLETE THESE FORMS:

- Marco Guest Questionnaire**
- UT Vendor Payment Selection form**
Allows us to pay/reimburse you.
- UT Business Classification form**
Please simply include your full name and email address then mark box as you see fit.
- UT Non-Citizen Independent Contractor / Guest Traveler Form**
Required by UT's Treasurer's Office
- W8-BEN (and optional Form 8233)**
Required by the IRS. Signature must be blue or black ink or electronic stamped signature.
 - W8-BEN:**
<https://www.irs.gov/pub/irs-pdf/fw8ben.pdf>
Instructions:
<https://www.irs.gov/pub/irs-pdf/iw8ben.pdf>
- NOTE: Foreign visitors are generally subject to a 30% federal withholding tax. However, guests with a valid SSN or ITIN from a tax treaty country may claim treaty benefits by also filling out IRS Form 8233.
- Form 8233**
<https://www.irs.gov/pub/irs-pdf/f8233.pdf>
Instructions:
<https://www.irs.gov/pub/irs-pdf/i8233.pdf>
- I-94 Customs form**
Register online before traveling, then print while in US (you can print/save as a PDF then send to Marco):
<https://i94.cbp.dhs.gov/I94/#/home>