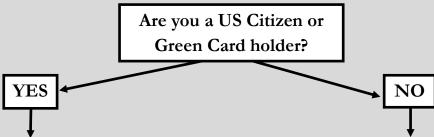
MARCO GUEST TRAVEL/HONORARIUM FORMS



COMPLETE THESE FORMS: ☐ Marco Guest Questionnaire ☐ Marco Guest Questionnaire ☐ UT Vendor Payment Selection form Allows for direct deposit of honorarium Allows us to pay/reimburse you. 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! **□** W8-BEN: **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:

- ☐ UT Vendor Payment Selection form
- ☐ 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.

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