

Independent Contractor's Last Name: _____ First Name: _____

SSN / ITIN: _____

U.S. Address: _____ Foreign Address: _____

City, State, Zip Code: _____ City, State, Zip Code: _____

Description of services: <input type="checkbox"/> Lecture <input type="checkbox"/> Presentation <input type="checkbox"/> Consulting <input type="checkbox"/> Other
Dates of Services: (not to exceed 9 days): 1. From: ___ / ___ / _____ to: ___ / ___ / _____ 2. From: ___ / ___ / _____ to: ___ / ___ / _____ Date Services Completed: ___ / ___ / _____ Faxed completed Tax Compliance Notification Sheet to Nonresident Alien Tax Specialist on: ___ / ___ / _____. I certify to the best of my knowledge that the above information is correct and that the services have been performed. Department Name: _____ Phone: _____ Authorized Signature: _____ Date: ___ / ___ / _____ Print Name: _____ Title: _____

Payment authorization to be completed by the Business Manager or Designee:
<input type="checkbox"/> Contractor has completed an Individual Record using Sprintax TDS Online Tax Compliance System, "*****" copy of Tax Summary Report and all applicable tax forms as necessary, are attached. <input type="checkbox"/> Contractor certifies compliance with 9/5/6 requirements, copy of Sprintax TDS attestation attached. <input type="checkbox"/> Does not constitute an employee/employer relationship. Worker should be paid as NRA Visitor –" Honorarium. <input type="checkbox"/> Does constitute an employee/employer relationship. Worker should be paid as an employee.
Gross amount to be paid to Non-Resident Alien: \$ _____ <i>Gross = Net Amt / (1 - Ratio) Example: 100 Net at 30%; Gross = 100 / (1-30%)</i>
Authorized Signature: _____ Date: ___ / ___ / _____
Print Name: _____ Title: _____
College: _____

Payroll:
Process Date: ___ / ___ / _____ Check date: ___ / ___ / _____ By (initials): _____