



Types of Fees & Services & Requirements

Honorarium: Gratuitous payment made to someone for the sole purpose of expressing appreciation in the absence of a contract or any other written or oral promise to pay for services.

- ~ A copy of the “letter of invitation” or a statement of the terms and conditions of the visit by the university official who extended the invitation.
- ~ A copy of the visitor’s visa or I-94 in the absence of a visa.
- ~ IRS form W-8BEN.
- ~ IRS form 8233 if the NRA is claiming exemption or reduced withholdings.

Visiting Speaker Fee

- ~ A copy of the contractual agreement (Independent Contract Form) or other approved contract.
- ~ A copy of the visitor’s visa or an I-94 in the absence of a visa.
- ~ IRS form W-8BEN.
- ~ IRS form 8233 if the visitor is claiming exemption or reduced withholdings.

Independent Contractor Services

- ~ A copy of the Independent Contractor Form or other contract.
- ~ A copy of the visitor’s visa or an I-94 in the absence of a visa.
- ~ IRS form W-8BEN.
- ~ IRS form 8233 if the NRA is claiming exemption or reduced withholdings.

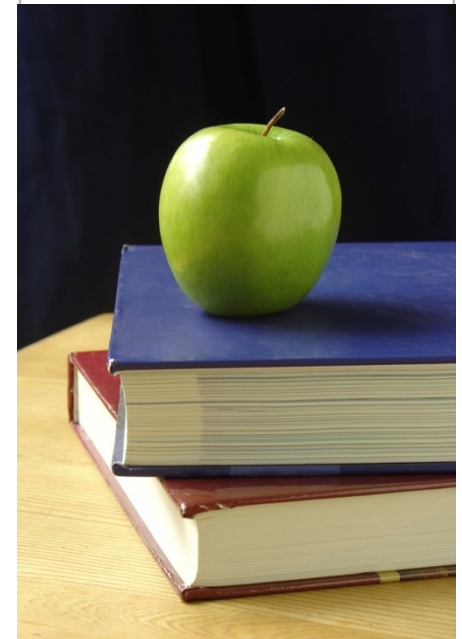
Prizes & Awards

- ~ A copy of the visitor’s visa or an I-94 in the absence of a visa.
- ~ IRS form W-8BEN.

Reimbursement of Expenses

- ~ A copy of the visitor’s visa or an I-94 in the absence of a visa.
- ~ Original receipts for all expenses. In absence of original receipts, payments will be subjected to 30% federal withholding and 6% state withholding.

Foreign Scholar Payments at the University of Kentucky



Answers to your
frequently asked
questions



Questions & Answers

Q. Where can I find the visa types for foreign scholars and the rights and limitations of each?

A. The information may be found on the [Immigration Services](#) Web site and the visa types are also listed in the University of Kentucky [Business Procedure E-7-7 attachment A](#).

Most foreign scholars and researchers enter the United States with a J-1 visa, allowing them to teach or conduct research while on campus. Most other visa types limit the nature and locations of work that can be performed by the visitor. As general rule, visa types F, H, J, M or Q will be eligible for payment for services (visiting speaker fees or independent contractor services), an honorarium, and/or expense reimbursement; but visa type B only allows for payment of an honorarium and reimbursement of expenses. Other limitations also exist for visa type B. For example, the person cannot have been paid by more than five (5) other institutions within the previous six (6) month period. If a visitor's visa permits her/him to receive payment of fees and/or expenses, departments may extend an offer to do so. Departments are encouraged to write a "letter of invitation" documenting the conditions and terms of the invitation. If a visitor's visa or other circumstances do not permit payment, departments should not make a promise or a commitment to pay any fees or expenses.

Q. Are payments to an NRA subject to federal and state tax withholdings?

A. Yes, all payments to NRA's are subject to federal withholdings of 30% and state withholdings of 6%. However, an NRA may be eligible for exemption or reduced withholdings under a tax treaty between the United States and their country of residence.

Q. How can an NRA obtain a Social Security Number?

A. The application for a Social Security Number can be found on the [Social Security Administration](#) Web site.

Q. Where is the information that documents existing tax treaties between the United States and foreign countries?

A. Information on existing tax treaties between the United States and foreign countries may be found on the [Internal Revenue Service \(IRS\) Web site](#).

Q. How does an NRA qualify for and/or claim benefits under a tax treaty?

A. The NRA must complete [IRS Form 8233](#), and it must be attached to the request for payment. Please see the [instructions](#) for completing the form. **Note: This form requires that the NRA provide a valid SSN or Individual Tax Identification Number (ITIN).**

Q. What if the NRA does not have a valid Social Security Number (SSN) or an Individual Tax Identification Number (ITIN)?

A. A SSN or ITIN is not a requirement for making a payment to a NRA. However, if NRAs do not have a SSN or ITIN, they are ineligible for any potential benefits of a tax treaty between the United States and their country of residence. Also, any payment made to them will be subject to withholding for both federal and state taxes of 30% and 6% respectively. Additional information regarding tax withholdings for an NRA can be found on the [Internal Revenue Service Web site](#).

Q. What are the options if an NRA does not qualify for a Social Security Number?

A. If an NRA does not qualify for a Social Security Number, there is an opportunity to apply for an Individual Tax Identification Number. The application for an Individual Tax Identification Number can be found at the [US Immigration Support Web site](#).

Q. Why must the University delay payment to an NRA that seeks entitlement to tax treaty benefits by completing an IRS Form 8233?

A. The IRS requires that the University submit the IRS Form 8233 for approval, and they impose a mandatory delay of ten (10) business days before the payment may be made.

Q. What is the process for requesting a payment for an NRA?

A. Non-employee payments are made by Departmental Authorization Voucher (DAV) through the Accounts Payable Department. Detailed procedures for completing the DAV are in [Business Procedure E-7-7](#).

Q. What are the documentation requirements for a payment for an NRA?

A. Documentation requirements vary with the type of payment that may be made to a NRA. Listed on the back of this brochure, by payment type, is the documentation that must accompany the DAV for each payment when it is submitted to Accounts Payable.

Each year, many distinguished scholars and experts are invited to the University of Kentucky to lecture, collaborate on research or participate in some type of activity for which payment has been agreed upon or an honorarium is customary.

In many cases these scholars may be residents/citizens of a country other than the United States and, for payment purposes, they are generally referred to as "nonresident aliens" (NRA). The procedures for making payments to an NRA differ significantly from those for a citizen of the United States. Departments that invite NRAs to the University, and plan to make a payment to them for any purpose, (honorarium, independent contractor services, reimbursement of expenses, etc.) are encouraged to become familiar with the unique payment requirements. Please see [Business Procedure E-7-7](#).

Visit the UK Office of International Affairs Web site at www.uky.edu/IntlAffairs, or contact Charlene Leach at 859.257.4067, ext. 242 for more information.