

# University of Houston Foreign National Information Addendum

This form is required by the UH Tax Department for tax withholding purposes, not employment verification purposes. Per IRS regulations, Foreign Nationals are generally subject to a maximum 30% tax withholding (unless a tax treaty applies) on the types of payments listed below. Tax withholding may also apply for non-compensation travel reimbursements. **Note: A U.S. social security number does not change your foreign national immigration status**

- N/A** – I am a U.S. Citizen or Permanent Resident (green card). Thus, write only name below, sign and date at the bottom
- I am a Foreign National – Must complete all of form

\_\_\_\_\_  
 (Name – Last Name, First, Middle)

\_\_\_\_\_  
 (Country of Tax Residency)

\_\_\_\_\_  
 (Country Issuing Passport)

\_\_\_\_\_  
 (Permanent street address to be used for year-end tax reporting)

\_\_\_\_\_  
 (City) (State or Providence) (Zip or Postal Code) (Country)

E-mail address (required for year-end reporting): \_\_\_\_\_

**Please check the type of payment receiving:**

<input type="checkbox"/> Guest Lecturer/Speaker/Artist – Requires payment for services	<input type="checkbox"/> Guest Lecturer/Speaker/Artist – <b>Only seeking travel reimbursement (not paid for services)</b>
<input type="checkbox"/> Non-Qualified Scholarship/Fellowship	<input type="checkbox"/> Student Travel Grant or Travel Reimbursement – Purpose for travel is to assist the student’s field of study/research/training? Or does it benefit solely University of Houston? <b>(circle one)</b>
<input type="checkbox"/> Awards/Prizes	<input type="checkbox"/> Royalty
<input type="checkbox"/> Other (specify):	

**Check Visa Type:**

- B-1/ B-2 or WB stamp** (visa waiver business classification)\*
- F-1**  **J-1 (For independent contractors on F1 or J1 – provide the approved UH sponsored I-20 or DS-2019)** Failure to receive prior approval may result in the Foreign National not being able to receive payment or the payment being delayed.
- Other (specify)**  **Requires approval for payment by the Office of General Counsel Immigration Services before the Foreign National renders service at University of Houston.** Failure to receive prior approval may result in the Foreign National not being able to receive payment or the payment being delayed.
- Check here if you wish to apply for a tax treaty exemption (must have U.S. Social Security number)** **Note:** The department processing your payment should contact the UH Tax Department for information on the tax treaty process prior to performing services at University of Houston.

Under penalties of perjury, I hereby certify that the information provided above is, to the best of my knowledge, true, correct, and complete.

\_\_\_\_\_  
**Vendor Signature** \_\_\_\_\_  
**Date**

Departmental acknowledgement: I acknowledge that all the required information and procedures will be followed

\_\_\_\_\_  
**Print Name and Signature** \_\_\_\_\_  
**Date**

\*Acceptance of honorarium payment and associated incidental expenses for usual academic activity (lasting no longer than nine days) from any component of the University of Houston System is permitted if payment is made for services conducted for the benefit of the University and provided such payment or associated incidental expenses has not been accepted from more than five qualifying institutions or organizations in the previous 6-month period.  
**Note: Modification of this Form requires approval of Office of General Counsel**