

# Non-Employee Information Form

## Purpose

The purpose of this document is to allow the Pennsylvania State University to collect the necessary information to smoothly and efficiently handle the details of your visit to our institution and to authorize payments to be made to you or on your behalf. Please return the completed form to your host as soon as possible.

## I. General

Personal data requested in the first section of this document (name, address, etc.) will be used in the preparation of various University forms as they pertain to your visit. In most cases, any eligible payments to be made to you will be based on this information.

Please note that there are two fields requesting country. The block labeled as "Country" is for your mailing address. The block labeled "Country of Residence" is the country which is your tax home.

## II. Residency Status

This section is used by the University to establish (by your declaration), the determination of your tax residency. An alien will not be considered a United States Resident for Tax Purposes unless the individual is:

- A. a lawful permanent resident of the United States at any time during the calendar year, OR
- B. able to meet the Substantial Presence Test as specified by the Internal Revenue Service regulations.

Only those individuals who can claim to be Non-Resident for tax purposes can claim treaty benefits for exemption from U.S. Federal income taxes. If you wish to find out whether you qualify for treaty benefits, have your host contact Accounting Operations at Penn State University.

## III. Admission Classification

This section is to notify Penn State as to which admission classification you intend to use to enter the United States. For those visitors who are from countries that participate in the Visa Waiver program, please note that Penn State can only reimburse actual expenses for those that enter under the "business" classification, unless you satisfy the federal law requirements listed in Part IV of this form. Business classification is noted as a "WB" on the admission stamp in your passport upon entry to the United States. If you are unsure as to the type of classification you should attempt to obtain, contact your host at The Pennsylvania State University

## IV. Payments to B-1/WB and B-2/WT Admission Classes

The American Competitiveness Workforce Act allows payment of honoraria or incidental expenses to B-1, B-2, WB, and WT admission classes for "usual academic activity," if paid by a United States institution of higher education, a nonprofit, or a governmental research organization. Under the Act, an academic activity may not exceed nine days at a single institution. In addition, such admission classes cannot accept honoraria and/or incidental expenses from more than five institutions or organizations in the previous six month period. **Instead of B-1/B-2 status (not eligible to obtain US Social Security Number), Short-term Scholar status should be used by all visitors expecting payment (other than expenses) if the visitor does not already have a Social Security or Tax Payer Identification Number.**

## Affirmation:

Your signature on this document represents that the information you have provided is both true and accurate. It also signifies that you understand it is your responsibility to enter the U.S. on this trip with the appropriate admission class, so that Penn State can honor the commitments made to you by your host.

If you have any questions regarding this document, contact your host as soon as possible in order to expedite the preparations needed for your upcoming visit.

**HOST'S NAME** Chris Costello

**ADDRESS** 217 Agricultural Engineering Building  
Shortlidge Road University Park, PA 16802

**PHONE NUMBER**

**FAX NUMBER**

**INTERNET ADDRESS** cxc693@psu.edu