Honorarium or Other Payment Form
To be Completed by Payee

I certify that I am in or will be entering the United States as a:

☐ U.S. Citizen
☐ U.S. Permanent Resident
☐ B-1 Visa -- Business Visitor
☐ B-2 Visa -- Tourist
☐ WB Business Visitor on the Visa Waiver program
☐ WT Tourist on the Visa Waiver program
☐ Canadian Visa Waiver program (requires proof of Canadian Citizenship)
☐ Other _________________________ (note other statuses may not be eligible for honorarium or other payment)

The following must be supplied in order to receive payment:

1. ( ) I have supplied a copy of my Social Security Card or Individual Taxpayer Identification Number (ITIN) documentation.
   ( ) I certify that I will apply for an ITIN and I will send such documentation to MCW's Payroll Department at the following address: 8701 Watertown Plank Rd., Milwaukee, WI 53226.

2. Signed copy of this form dated prior to the date of the provided service.

3. A copy of your I-94 card or proof of Canadian Citizenship (does not apply to U.S. Citizens or U.S. permanent residents)

Contract for services is made with the understanding that these items must be obtained prior to payment being made. Due to Internal Revenue Service (IRS) and Department of Homeland Security regulations, Accounts Payable cannot make payment without all above mentioned items.

In addition, honorarium or other payments to individuals in B-1/B-2/WB/WT or Canadian Visa Waiver program are only eligible for honorarium or other payment if the following apply:

✓ This payment is being made for a visit of nine (9) days or less; and
✓ You have not received payment of this type from more than five (5) other institutions in the last six (6) months.

Taxes will be withheld at the rate of 30% pursuant to IRS regulations.

Individuals requesting honorarium payment must sign the bottom section of this form to assure they are aware of and agree to these conditions of payment prior to their providing service.

Printed Name

Signature                                      Date

To be obtained by Accounts Payable Office

HR Verification of Visa Status                  Date

Accounts Payable
8/17/04