

Honorarium Request form

Full Name: _____

Home Address (No work addresses or PO Boxes allowed. Please include city, state and zip code):

Social Security #: _____ - _____ - _____
Association/Home Institution:

Position/Title:

Event Date: _____ US Citizen: _____ Other: _____

Event purpose (Attach Flyer if available):

Amount: \$ _____

Foreign Guest Speaker: Give advance notice (At least a month, before arrival)

REQUIRED: Visitor NEEDS to fill out required forms and provide proper documentation. IMPORTANT PLEASE see Dept. Coordinator, Nancy Gutierrez, in advance.

Type of Visa (Check one) B1 Visa B2 Visa WB Status WT Status
Canadian Citizen/B1 Status J1 Scholar O1 Visa Other:

Needed Copies:

 Visa / Passport / Immigration Stamp and related documentation

 I-94 (IMPORTANT: Submit copy before leaving the states)

Individual Tax ID #: _____

(If applicable)

Complete initial Glacier Information Form

NOTES:

Expect e-mail from support@online-tax.net with GLACIER logon information (e-mail is not spam do not ignore or delete)

Once the Glacier Tax Record has been completed please print, sign, date and submit the required tax forms and supporting information indicated on page 2 of the Glacier Tax Summary in a timely manner to insure correct withholding (7 days from time of receiving GLACIER email.) If you have any questions please contact Nancy Gutierrez at 310-825-0634.

Purpose of GLACIER: U.S Tax law requires UCLA to collect information from non- U.S Citizens to determine residency for tax purposes. UCLA collects that information via GLACIER. More information regarding U.C tax law for foreign individuals can be found at www.irs.gov.
