

Honorarium/Guest Speaker Fee Request Form

Full Name _____

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

US Citizen Yes / No **CA Resident** Yes / No **If Foreign National – Country** _____

Social Security # _____ - _____ - _____ **E-mail:** _____
(If applicable)

Association/Home Institution _____ **Position/Title** _____

Event Date _____ **Amount** _____

Event purpose (Attach Flyer if available)

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

REQUIRED: Visitor NEEDS to fill out required forms and provide proper documentation. Please see Dept. Coordinator, Liya Kunnathuparambil, in advance.

Type of Visa: ___ B1 Visa ___ B2 Visa ___ WB Status ___ Canadian Citizen/B1 Status
 ___ J1 Scholar ___ O1 Visa ___ WT Status Other: _____

Required 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 Liya at 310-825-0634 or liya@humnet.ucla.edu.

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.