



FOREIGN NATIONAL INFORMATION FORM FOR NON-PAYROLL PAYMENTS

This form must be completed before a foreign national can receive a non-payroll payment (honorarium, award, prize, or reimbursement). Please note that a copy of the identity page of the passport and copy of the visa must also be submitted with this form. The visa must be valid during the dates of the visit.

Personal Information			
Last (Family) Name:		First Name:	Middle:
Country of Citizenship:		Country of Residence for Tax Purposes:	
Passport#:	Passport Expiration Date:		U.S. SSN or ITIN:
Mailing Address in Country of Residence for Tax Purposes:			
Address Line 1:			
Address Line 2:			
Complete this section for U.S. Address			
City:		State	Zip Code:
Complete this section for Foreign Address			
City:		Regional Postal Code:	
Province/Region:		Postal Code	Country:
What is primary purpose for the visit and related payment?			
☐ Speaker at seminar or workshop	☐ Consulting at SMU	☐ Seminar/Workshop	
☐ Studying in degree program	☐ Visiting Artist (e.g. give concert, teach class)	☐ Training for SMU	
☐ Studying in non-degree program	☐ Award or prize recipient	☐ Other _____	
☐ Conducting Research	☐ Participant in Clinical Activities		
What is the start date of your visa status for this primary activity?			
Payment type and amount			
☐ Award/Prize \$ _____			
☐ Travel reimbursement (with or without separate payment for services) \$ _____			
☐ Payment for Services \$ _____			
Visa Information			
☐ B-1 Business ☐ B-2 Tourist ☐ WB (Visa Waiver for Business) ☐ WT (Visa Waiver for Travel) ☐ Visa Waiver Approval from Department of Homeland Security 		If you are on a B-1, B2, WB, WT or Visa Waiver Approval you must submit copies of the following documents with the FNI Form: ☐ Copy of identity page in passport ☐ Copy of visa stamp in passport OR ☐ Copy of Visa Waiver Approval from Department of Homeland Security If outside of U.S., copies of the visa can be provided upon arrival.	



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☐ H-1B Temporary Worker Name of Sponsoring Institution: 	If you are on a H1-B visa you must submit copies of the following documents with the FNI Form: ☐ Copy of identity page in passport ☐ Copy of H1-B Approval Notice and I-94 card
☐ J-1 (Research Scholar, Professor, Short-Term Scholar, Student) Name of Sponsoring Institution: 	If you are on a J-1 visa you must submit copies of the following documents with the FNI Form: ☐ Copy of identity page in passport ☐ Copy of DS2019 OR ☐ Copy of J-1 Visa in passport If outside of U.S., copies of the visa can be provided upon arrival.
☐ F-1 (Student) Name of Sponsoring Institution: 	If you are on a F-1 visa you must submit copies of the following documents with the FNI Form: ☐ Copy of identity page in passport ☐ Copy of I-20 OR ☐ Copy of F-1 Visa in passport.
☐ Canadian citizen	If you are on Canadian citizen you must submit copies of the following documents with the FNI Form: ☐ Copy of identity page in passport Note: According to USCICS, Canadian citizens (NAFTA) have an implied status and therefore do not have to apply for visa to enter the U.S.
☐ Other Please specify: 	☐ Copy of identity page in passport ☐ Copy of visa

***If you checked B-1,B-2, WB or WT status, please complete section below**

1. Will you perform services of academic activities (e.g. guest lectures, seminars, presentations, workshops, special programs, research consultation and collaboration) that are for the benefit of SMU?	☐ Yes ☐ No
2. Will these academic activities at SMU last for longer than nine days?	☐ Yes ☐ No
3. Have you accepted such a payment from more than five(5) institutions or organizations in the previous six (6) month period?	☐ Yes ☐ No
4. Have you ever had another immigration status in the United States	☐ Yes* ☐ No

***If you answered yes to previous question (#4), please complete section below**

Please list any visa immigration activity in the last three calendar years and all F,J,M or Q visas since 1/1/85

Date of Entry	Date of Exit	Visa	Primary Activity/Purpose of Visit	Did you take any tax treaty benefits
				☐ Yes ☐ No
				☐ Yes ☐ No
				☐ Yes ☐ No
				☐ Yes ☐ No
				☐ Yes ☐ No



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Treaty Eligibility			
Does your country of residence have a tax treaty with the United States?			☐ Yes ☐ No
If Yes, do you desire to claim exemption from withholding in accordance with tax treaty provisions?			☐ Yes ☐ No
Determining Residency for Tax Purposes			
An alien will not be considered a U.S. resident for tax purpose unless the individual: 1) Is a lawful permanent resident of the U.S. 2) Is able to meet the substantial presence test as specified by IRS regulations.			
Please complete the following TEST(S) to determine residency status for tax purposes. Check only what is applicable			
Test #1 – Exempt from the Substantial Presence Test		If box 1 or 2 is checked do not complete Test #2. You are a RESIDENT ALIEN for tax purpose. Check Resident Alien in	TEST #1 RESULT: ☐ Resident Alien ☐ Nonresident Alien
1. ☐ I am a lawful permanent resident of the U.S. 2. ☐ I am an immigrant or refugee seeking asylum in the U.S.			
3. ☐ I am in the U.S. as a teacher, trainee or researcher on J-1 visa for less than two of the preceding six calendar years. 4. ☐ I am a student on F-1 or J-1 visa and have in the U.S. for five or fewer calendar years. 5. ☐ I am a student on F-1 or J-1 visa and have been in the U.S. for more than five calendar years and have established with the IRS that I do not plan to reside in the U.S. when my education is completed.		If box 3,4 or 5 is checked complete Test #2.	
Test # 2 - Complete the spaces below indicating the number of days present or will be present in U.S. during the years listed. Do not count days you were exempt if you are a student on F or J visa, generally you are exempt for the first five calendar years you are in the U.S. If you are a teacher or researcher on J visa, Generally you are exempt for the first 2 calendar years you are in the U.S.			
Year	Number of days in U.S.		Computation of Test Days in U.S.
Current Year _____		x 1	=
Previous Year _____		x 1/3	=
		x 1/6	=
		x 1/6	=
Total			=
If total is less than 183 days, you are non-resident alien for tax purposes			☐ Nonresident Alien
If total is more than 183 days, you are resident alien for tax purposes			☐ Resident Alien

I hereby certify that all of the above information is COMPLETE, TRUE, and CORRECT. I understand that if my status changes from that which I have indicated on this form, I must submit a new Foreign National Information Form.

Signature _____

Date: _____

DETERMINATION

Visa Eligible for Payment (to be completed by HR): ☐ Yes ☐ No HR Initials _____

Treaty Eligibility (to be completed by Payroll) ☐ Yes ☐ No Payroll Initials _____