

UNIVERSITY OF SOUTHERN CALIFORNIA

Check List for Payments to Short Term International Visitors

Payee must provide:

- ___ Copy of Social Security or ITIN Card, or proof of application if claiming treaty
- ___ Completed "Employee vs Independent Contractor Checklist" ¹
- ___ Certificate of Academic Activity for B class visas only ²
- ___ Non-employee Short Term International Visitor Questionnaire ²
- ___ 8233, or W-9 and Attachment, (if requesting tax treaty coverage) ²
- ___ B class visas: Copy of passport and copy of I-94 card or arrival stamp
- ___ All other visas: Copy of passport
 Copy of I-94
 Visa documentation with approval on letterhead, from visa sponsor's equivalent of OIS (J-1 and TN visa holders only, when USC is not the sponsor)
- ___ For reimbursements, attach Travel/Non-travel Expense Report and receipts ¹

Department administrator provides:

- ___ Disbursement Control Check Request Form using object code 14260 ¹
- ___ Verify all information provided by payee is complete and submit check request to Payroll Services for review and process

Additional items to check off:

- ___ Verify that the person will be allowed to perform services and accept remuneration before the service is performed or academic activity begins.
- ___ All forms must be original and completed in ink.
- ___ 8233 must be filed on a calendar year basis. Once it is filed, it will be valid for the entire calendar year unless there is a change in visa type. W-9 and Attachment need to be filed just once.
- ___ Advise payee that in the absence of an original 8233, or late filing, tax treaty can not be granted. Payment will have 30% federal taxes withheld. Form 8233 (or W-9 and Attachment) must be submitted within 3 days from the date signed.
- ___ In the case of Social Security Card receipt, department is responsible for collecting and submitting a copy of Social Security Card to Payroll Services within 30 days.
- ___ No payment will be made if payee does not have prior approval, on letterhead from visa sponsoring agency's equivalent of OIS, when USC is not the sponsor (J-1 and TN only).

Please contact University Payroll Services at (213)740-8855 if you have questions.

1. Disbursement Control forms may be found at <http://fbs.usc.edu/depts/dc> see "Forms"
2. Payroll Services forms may be found at <http://www.usc.edu/payroll> see "Forms" then "STIV Forms"