Form W-7 Simplified Instructions

Check the appropriate boxes for your situation:

Honoraria, Consultants, Etc: Check Box “A” and Box “H”
To the right of box H enter “Exception 2(a) Honoraria Payment”
Enter treaty county and treaty article number

Scholarships with treaty: Check Box “F” and Box “H”
To the right of box H enter “Exception 2(b) Scholarship Income”
Enter treaty county and treaty article number

Scholarships with no treaty: Check Box “F” and Box “H”
To the right of box H enter “Exception 2(c) Scholarship Income”

Note: Please type or print clearly.

1a: Enter your legal name. Must match passport & visa documentation

2. Enter mailing address only if different from your foreign address. ITIN will be sent to this address.

3. Foreign address: Your home address in your home country. If #2 is blank, ITIN will be sent to this address. If you have no foreign address, enter the country information only.

4. Enter in Month – Day – Year format. Country of Birth – cannot be US.

5. Select gender.

6a. Enter country of citizenship. Do not abbreviate. If you have dual citizenship, enter both.

6b. Enter foreign tax ID number if any, (e.g. Canadian Social Insurance Number)

6c. Enter visa type, number, and expiration date e.g. J-1 #12345678 12/31/09

6d. Check the appropriate box for documents you are showing; enter all numbers as indicated. “Date of entry” is for current visit.

6e If you ever had an ITIN or EIN, check “yes” and complete 6f. Otherwise, check “no” and skip 6f.

6g. Enter “University of Southern California”, Los Angeles, CA, and your expected length of stay (e.g. “6 days” or “4 years”).

Sign and date.
## STIPENDS

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* Japan – treaty only applies if individual arrived in the US for this visit prior to 3/30/04

## HONORARIA

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Revised August 9, 2007