Section 1: Required Document Copies

☐ Social Security or Individual Taxpayer Identification (ITIN) number on form

☐ I-94 Arrival/Departure Record or unexpired Employment Authorization Document (EAD) card

☐ Copy of page one of your unexpired foreign passport (Not needed if EAD provided)

☐ Forms that indicates who sponsored your visa.

  J-1 Visa: Copy of DS 2019 Form. If not sponsored by UCSC, then need a letter from Sponsoring Responsible Officer is acceptable with current DS-2019.

  F-1 Visa: Copy of I-20 Form. If not sponsored by UCSC, an EAD is acceptable if allowable under the terms and conditions listed on the EAD

☐ Additional forms as required by visa type, such as Certificate of Academic Activity Form (required for all B-1, B-2, WB and WT visa holders).

For Reference: Tax Treaty Articles for Independent Personal Services

Section 2: Required GLACIER Forms (print from GLACIER)

☐ GLACIER Tax Summary Report

☐ Form 8233 Exemption from Withholding on Compensation for Independent (and certain Dependent) Personal Services of a Nonresident Alien Individual

☐ Honoraria Statement

Note: Direct payment form received without required documents will be returned. If you have any questions, email finpolicy@ucsc.edu.