

# Limited Engagement Agreement

## Services outside U.S. - Global



University of Pennsylvania  
Date \_\_\_\_\_

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A Limited Engagement Fee is a payment to an individual (non-employee, non-student) for providing a service of an academic nature, short duration, and/or low dollar amount (\$1,000 or less per transaction; \$5,000 per year max). This is intended for guest speakers, guest lecturers, artists, performers, writers/editors, board members, critics, preceptors, and mentors and/or those services meeting the fee guidelines. It is not designed for engagements that create a material risk of physical injury or property damage. For these high-risk engagements requiring insurance, the Independent Contractor Agreement form should be used.

### Service Provider Information

Name of Individual		
Citizenship	Nationality	Tax Residency
Permanent residence/address (street, apt. or suite no., or rural route).		
City or town, state or province. Include postal code where appropriate.		Country
Email	Phone Number	

### Information and Documentation Requirements

IDENTIFICATION DOCUMENTATION REQUIRED: W-9 (for U.S. persons), W-8BEN, and Certificate of Foreign Source Income (non U.S. persons only).

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This agreement is made by and between the Trustees of the University of Pennsylvania, a Pennsylvania tax exempt educational corporation (“University”), and \_\_\_\_\_ (“Individual”), and is effective as of this \_\_\_\_ day of \_\_\_\_\_.

The parties agree as follows:

1. **ENGAGEMENT:** Individual will provide a service on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.
2. **DESCRIPTION OF SERVICES:**
3. **LOCATION OF SERVICES:**
4. **SERVICE FEE AND PAYMENT SCHEDULE:**
5. **TAXES:** The Service Provider is responsible for any foreign taxes imposed on his or her gross or net income or revenues. University shall not be responsible for withholding, collection of or paying any taxes, including, without limitation sales, value-added, or service tax and/or income taxes, for the Service Provider or any Service Provider personnel in the foreign jurisdiction.
6. **CODES AND REGULATIONS:** All services performed under this Agreement shall conform to all applicable laws, codes and regulations of [ENTER COUNTRY] and the United States, including but not limited to local anti-bribery and US FCPA, OFAC regulations, Export and Commerce Controls and any other applicable personal or business regulations
7. **LEGAL STATUS:** The Service Provider confirms that the Service Provider is a resident of or a registered entity in [ENTER COUNTRY], and has acquired and satisfied all legal requirements, authorizations, and permits to perform all services under this Agreement in [ENTER COUNTRY LOCATION OF SERVICES].
8. **SERVICE PROVIDER:** Individual will be participating in the Engagement as an individual service provider and not as an employee of the University.
9. **SERVICE PROVIDER** attests they are not an enrolled student or an employee of the University of Pennsylvania, HUP, or CPUP.

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**Limited Engagement Agreement – Services Performed Outside of the U.S.**

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IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed by their respective authorized representatives as of the date first set forth above. I hereby certify that all of the above information is COMPLETE, TRUE, and CORRECT to the best of my knowledge. I understand that if my status changes from that which I have indicated on this form, I must submit a new Limited Engagement Agreement Form.”

**Signatures**

Procurement Services Representative for The Trustees of University of Pennsylvania

Print Name	Title
Date	Signature

Service Provider

Print Name	Title
Date	Signature