



Limited Engagement Agreement Nonresident Aliens

For this purpose only, this form will be substituted for the Nonresident Alien Information Form.

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 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	
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-8BEN and copies of Visa (if applicable*), Passport Biographical Page, and U.S. Entry Stamp in Passport.

Tax Residency Status

WHAT COUNTRY DID YOU LIVE IN PRIOR TO THIS U.S. VISIT?

DID YOU PAY TAXES AS A RESIDENT OF THAT COUNTRY? YES NO

DID YOUR TAX RESIDENCY IN THAT COUNTRY END PRIOR TO THIS VISIT TO THE U.S.? YES NO

IF YES, DATE THAT TAX RESIDENCY ENDED

Immigration Status

Visa Information for current visit to U.S.:

Visa Issue Date

Visa Expiration Date

Have You Ever Had Another Immigration Status in the U.S.? Yes No

Have you ever been present in the U.S. prior to this visit? Yes No If Yes, please complete the substantial presence test below.

Substantial Presence Test – determines the days you were present in the U.S. to verify tax residency. Additional information may be requested.

Date you first entered the United States Please provide the days of presence in the US for the last 3 calendar years and all F, J, M, Q, and H visa periods.

Date of U.S. Entry Month/Day/Year	Date of U.S. Exit Month/Day/ Year	Visa Month/Day/Year	Classification Month/Day/Year	Primary Activity	Have you taken any tax treaty benefits?

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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 speech, lecture or performance on the _____ day of _____, _____.
2. **DESCRIPTION OF SERVICES:**

3. **LOCATION OF SERVICES:**

4. **PAYMENT/TAXES:** University will pay Individual the sum of _____. If required, the University will withhold, remit, and report U.S. federal income tax on behalf of the individual unless covered under a tax treaty exemption. The nonresident alien must submit a signed Form 8233 for tax treaty benefit eligibility to the department initiating the request for payment. If services are being performed outside of the U.S., a signed certificate of foreign source income should be included. Travel expenses must be included on the invoice. **Effective January 1, 2018, the University is required to withhold Pennsylvania state tax on nonemployee compensation payments to individuals who are Resident Aliens, non-Pennsylvania residents and who are performing services in Pennsylvania. A Nonresident alien would be issued a 1042-S and would not be subject to PA tax withholding. The University will comply with all U.S. federal, state, or local withholding requirements on income or other payroll taxes on behalf of the individual.**
5. **SERVICE PROVIDER: Individual** will be participating in the Engagement as an individual service provider and not as an employee of the University.
6. **SERVICE PROVIDER** attests they are not an enrolled student or an employee of the University of Pennsylvania, HUP, or CPUP.

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.”

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Signatures

The Trustees of University of Pennsylvania

Print Name	Title
Date	Signature

Service Provider

Print Name	Title
Date	Signature

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 * There are 38 countries that are part of the Visa Waiver Program. These individuals are not required to obtain a US Visa. For more information on these countries, please visit US Customs and Border Protection - [Visa Waiver Program](#)