

Limited Engagement Agreement

Services within U.S. - Nonresident Aliens



University of Pennsylvania

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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	
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 Passport and I-94 Departure Record.

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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 type: _____ Issue Date: _____ 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

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

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Enter all visits to the United States.

Date of U.S. Entry Month/Day/Year	Date of U.S. Exit Month/Day/ Year	Visa Type	Primary Activity	Have you taken any tax treaty benefits?
				YES NO
				YES NO
				YES NO
				YES NO
				YES NO

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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. 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.**
- 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."

Signatures

Procurement Services Representative for The Trustees of University of Pennsylvania

Print Name	Title
Date	Signature

Service Provider

Print Name	Title
Date	Signature