

**Limited Engagement Agreement** University of Pennsylvania

**Nonresident Aliens (Foreign Nationals) Within the US**

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

………………………………………………………………………………………………………

This Agreement is designed for the *limited* engagement of an academic nature and a short duration presented to the University community. 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[[1]](#endnote-1)), 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 Sates 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? |
|  |  |  |  |  | \_\_Y \_\_N |
|  |  |  |  |  | \_\_Y \_\_N |
|  |  |  |  |  | \_\_Y \_\_N |
|  |  |  |  |  | \_\_Y \_\_N |
|  |  |  |  |  | \_\_Y \_\_N |

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……………………………………………………………………………………………………………………………………………………….

This agreement is made by and between the Trustees of the University of Pennsylvania, a Pennsylvania not-for-profit 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. **PAYMENT/TAXES:** University will pay Individual the sum of ………………………………… If required, the University will withhold, remit, and report federal income tax on behalf of the individual unless covered under a tax treaty exemption. The United States has tax treaties with a number of foreign countries. Under these treaties, residents (not necessarily citizens) of foreign countries are taxed at a reduced rate, or are exempt from U.S. taxes on certain items of income they receive from sources within the United States. Determination of eligible treaty benefits are processed by Tax and International Operations. Nonresident aliens who may be eligible to receive a tax treaty exemption will be provided with IRS Form 8233 and applicable statement by the Tax Department. The nonresident alien must submit a signed Form 8233 to the department initiating the request for payment in order to ensure that U.S. income tax will not be withheld from the payment.
4. **SERVICE PROVIDER:** Individual will be participating in the Engagement as an individual service provider and not as an employee of the University.

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**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

The Trustees of University of Pennsylvania

|  |  |
| --- | --- |
| Print Name | Title |
| Date | Signature |

Service Provider

|  |  |
| --- | --- |
| Print Name | Signature |
| Date |

1. 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](https://help.cbp.gov/app/answers/detail/a_id/1550/session/L2F2LzEvdGltZS8xNDMzNzcyMDEzL3NpZC94SG9Zd25vbQ%3D%3D/~/visa-waiver-program---eligible-countries) [↑](#endnote-ref-1)