Use this checklist when requisitioning a payment for a guest/special lecturer. Please make sure that you have attached all of the appropriate documents and obtained all approvals before submitting either a Domestic or Foreign Guest/Special Lecturer Payment Request form to Accounts Payable.

DOMESTIC GUEST/SPECIAL LECTURER
☐ Domestic Guest/Special Lecturer Payment Request Form (If the lecturer is a CA nonresident, may be subject to CA tax withholding of 7%).
☐ Supplier Information Form (PDR STD 204).
☐ Copy of flyer, bulletin or brochure with lecture information.

FOREIGN GUEST/SPECIAL LECTURER
☐ Foreign Guest/Special Lecturer Payment Request Form (If the lecturer is receiving a reimbursement payment, a Travel Expense Claim with supporting receipts must be submitted).
☐ Supplier Information Form (PDR STD 204).
☐ Copy of flyer, bulletin or brochure with lecture information.
☐ Form W-8BEN (Individual) Form or Form W-8BEN-E (Entity) Form (Nonresident aliens may be subject to federal tax withholding of 30%).
☐ Foreign National Information Form (Audit and Tax).
☐ Copy of passport page with expiration date and foreign visitor’s picture.
☐ Copy of I-94 Form, or passport page with a U.S. admission stamp indicating date of entry, immigration status, and expiration date. Refer to U.S. Customs and Border Protection for form: https://www.cbp.gov/
☐ For J-1 VISITOR- Copy of DS-2019 Form (If SDSU is not sponsoring institution, written authorization from the sponsor’s Responsible Officer is also required). Refer to Department of Homeland Security – Study in the States for form: https://studyinthestates.dhs.gov/
☐ For F-1 VISITOR- Copy of I-20 Form, all 3 pages. Refer to Department of Homeland Security – Study in the States for form: https://studyinthestates.dhs.gov/

Questions regarding foreign individuals can be directed to:
Miyako Bee
SDSU Tax Analyst

Phone: 619-594-5147
Email: mbee@sdsu.edu