

## SDSU Guest/Special Lecturer Checklist

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

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