



# Visitor s Information Sheet for Income and Travel

**Purpose:** The purpose of this form is to allow Weber State University to collect the necessary information to smoothly and efficiently handle the details of your upcoming visit to our institution. Please return completed form to your host as soon as possible.

**Personal Data:** Personal data requested in the first section of this document (name, address, etc.) will be used in the preparation of various University forms as they pertain to your visit. In most cases, any eligible payments to be made to you will be based on this information.

Please note that there are two fields requesting country. The block labeled as Country is for your mailing address. The block labeled Country of Residence is the country which is your tax home.

If you have a U.S. Social Security Number, please enter in the appropriate block. In addition, if you are planning to claim any tax treaty benefits, it is required by our federal government to have a Social Security Number in order to receive these benefits.

**Tax Residency:** This section is used by the University to establish (by your declaration), the determination of your tax residency. Only those individuals who can claim to be a Non-Resident for tax purposes can claim treaty benefits for exemption from U.S. federal income taxes. If you wish to find out whether you qualify for treaty benefits, have your host contact Accounting Services at Weber State.

**Visa Type:** This section it to notify Weber State as to which type of Visa you intend to enter the United States. For those visitors who are from countries that participate in the Visa Waiver Program, please note that Weber State can only reimburse actual expenses for those that enter under the business classification. This classification is noted as WB on a card placed in your passport upon entry to the United States, know as an I-94 card. If you are unsure as to the type of Visa classification you should attempt to attain, contact your host at Weber State University.

**Tax Treaty Exemption:** This section is to be completed only if you are a Non-Resident for tax purposes, as determined in the tax Residency section, and if you plan on claiming treaty benefits. Additional forms are required to be either completed or photocopied before treaty benefits can be honored by Weber State (see note at bottom of this section on page one).

**Affirmation:** Your signature on this document represents that the information you have provided is both true and accurate. It also signifies that you understand it is your responsibility to enter the U.S. on this trip with the appropriate Visa, so that Weber State can honor the commitments made to you by your host.

If you have any questions regarding this document, contact your host as soon as possible in order to expedite the preparations needed for your upcoming visit.

Host s Name	
Address	
Phone Number	
Fax Number	
Internet Address	