

# Required Documentation To Process An Honorarium

Collecting the listed documentation ensures that NC State is processing honorarium payments to international visitors in valid immigration status, and calculating the appropriate tax liability based on the visitor's tax status.

## **B-1 / B-2 Visas**

- Copy of passport photo page
- Copy of B-1 visa in passport
- Copy of entry stamp in passport
- Copy of I-94 and I-94 Travel History (Available on [U.S. Customs and Border Protection Website](#))
- Original signed W-8BEN
- Original signed [Compliance Statement](#) ("9/5/6" Rule)

## **Visa Waiver Business (VWB) / Visa Waiver Tourist (VWT)**

- Copy of passport photo page
- Copy of entry stamp in passport
- Copy of I-94 and I-94 Travel History (Available on [U.S. Customs and Border Protection Website](#))
- Original signed W-8BEN
- Original signed [Compliance Statement](#) ("9/5/6" Rule)

## **J-1 Visa / F-1 Visa**

*Can receive honorarium payments under limited situations. Please contact [tax\\_compliance@ncsu.edu](mailto:tax_compliance@ncsu.edu) for details on eligibility and required documentation.*

- Copy of passport photo page
- Copy of entry stamp in passport
- Copy of Visa
- Copy of I-94 and I-94 Travel History (Available on [U.S. Customs and Border Protection Website](#))
- Signed W-8BEN Form
- Confirmation from the sponsoring institution's Office of International Services indicating they are aware of the visitor's activity at NCSU.