



**Accounts Payable**  
*Finance & Administration*  
**UNIVERSITY OF GEORGIA**

**Check Request Supplement/Checklist**  
**Payments to Nonresident Aliens**  
(non-salary payments)

Check Request Number \_\_\_\_\_

This checklist should accompany the check request along with the appropriate forms and documentation.

**A. Scholarships and Fellowships**

Recipients of a scholarship or fellowship must complete the UGA Tax Information Form for Internationals ([http://www.busfin.uga.edu/forms/international\\_tax.pdf](http://www.busfin.uga.edu/forms/international_tax.pdf))

The recipient must bring the completed form along with documents requested on the form to the International Tax Coordinator. Upon receipt of this information the appropriate paperwork will be completed to continue the process of the scholarship or fellowship payments.

**B. Independent Personal Service Payments (Honoraria)**

1. Copy of individual's passport identification page, I-94 card and visa (visitors from Visa Waiver countries or Canada will not have a visa) \_\_\_\_\_
2. Substitute Form W8 Honorarium Certificate of Foreign Status for Individuals and Fee Information \_\_\_\_\_
3. If applicable, the Tax Treaty Form 8233 generated by the International Tax Coordinator (the UGA Tax Information Form must have been submitted prior to the departure of the visitor for tax treaty analysis) \_\_\_\_\_

**C. Reimbursement of Expenses**

1. Copy of individual's passport identification page, I-94 card and visa (visitors from Visa Waiver countries or Canada will not have a visa) \_\_\_\_\_
2. Reimbursable Expense Statement for Non Resident Aliens \_\_\_\_\_
3. Supporting documentation and receipts of expenses \_\_\_\_\_

**D. Payment for Services Outside the United States**

1. Honoraria and Fees Information Sheet for Services Performed Outside the US \_\_\_\_\_