

**Honorarium Request form**

Full Name: \_\_\_\_\_

Residential Mailing Address (No work addresses or PO Boxes allowed. Please include city, state and zip code):  
\_\_\_\_\_

Phone Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ (Dept. Coordinator will call to obtain your SSN)

**Association/Home Institution:** \_\_\_\_\_

Position/Title:  
\_\_\_\_\_

Event Date: \_\_\_\_\_ US Citizen:  Other:

Event purpose (Attach Flyer if available):  
\_\_\_\_\_

Have you been paid by UCLA in the past?

For Virtual Events: Where will services be rendered?

Are you currently employed by the University of California?

Amount USD: \$ \_\_\_\_\_

**Foreign Guest Speaker: Give advance notice (At least a month, before arrival)**  
**REQUIRED:** Visitor NEEDS to fill out required forms and provide proper documentation. IMPORTANT PLEASE see Dept. Coordinator, Adriana Rosalez in advance.

<b>Type of Visa (Check one)</b>	B1 Visa	B2 Visa	<u>WB Status</u>
Canadian Citizen/B1 Status		J1 Scholar	O1 Visa
			<u>WT Status</u>
			Other:

Attach the following documents:

- \* Visa / Passport / Immigration Stamp and related documentation
- \* I-94 (IMPORTANT: Submit copy before leaving the states)

**Individual Tax ID? Yes/No:** \_\_\_\_\_

Complete initial Glacier Information Form

NOTES:  
Expect e-mail from [support@online-tax.net](mailto:support@online-tax.net) with GLACIER logon information (e-mail is not spam do not ignore or delete)  
Once the Glacier Tax Record has been completed please print, sign, date and submit the required tax forms and supporting information indicated on page 2 of the Glacier Tax Summary in a timely manner to insure correct withholding (7 days from time of receiving GLACIER email.) If you have any questions please contact Adriana Rosalez at 310-825-1036.

Purpose of GLACIER: U.S Tax law requires UCLA to collect information from non- U.S Citizens to determine residency for tax purposes. UCLA collects that information via GLACIER. More information regarding U.C tax law for foreign individuals can be found at [www.irs.gov](http://www.irs.gov).