**Economics Department Guest Reimbursement Paperwork Procedures**

Lynn can either contact the guest and email them the paperwork or you can pick it up from her to give to them. Below is the necessary paperwork for both U.S. Citizens or Resident Aliens and Non-Resident Aliens.

* + U.S. Citizen and Resident Aliens (those with a Social Security Number)
    1. W-9
  + Non-Resident Alien
    1. W-8 BEN Form
    2. Foreign National Data Form
    3. Copies:
       1. Passport:

First page of the passport and the unexpired passport expiration date

* + - 1. Visa:

Guests from Canada or visa waiver countries will not have a visa page

* + - 1. I-94 or I-94W card:

Visitors for business or tourism may no longer receive an I-94W. If the visitor used the Electronic System for Travel Authorization (ESTA) he will only have an Admittance Stamp in the passport – we would need a copy of the Admittance Stamp.)

* + - 1. SSN or ITIN if applicable
      2. Tax treaty documents, if applicable