

# Guest Lecturer Checklist

Use this checklist when requisitioning a payment for a guest lecturer. Please make sure that you have attached all of the appropriate documents and obtained all approvals before submitting either a Domestic or Foreign Guest Lecturer Payment Request form to Accounts Payable.

## **DOMESTIC GUEST LECTURER**

- Domestic Guest/Special Lecturer Payment Request [Form](#) (If the lecturer is a CA nonresident, may be subject to CA tax withholding of 7%).
- Supplier Information (STD 204) [Form](#).
- Copy of flyer, bulletin or brochure with lecture information.

## **FOREIGN GUEST LECTURER**

- Foreign Guest/Special Lecturer Payment Request [Form](#) (If the lecturer is receiving a reimbursement payment, a Travel Expense Claim with supporting receipts must be submitted).
- Supplier Information (STD 204) [Form](#).
- Copy of flyer, bulletin or brochure with lecture information.
- Form W-8BEN (Individual) [Form](#) or Form W-8BEN-E (Entity) [Form](#) (Nonresident aliens may be subject to federal tax withholding of 30%).
- Foreign National Information [Form](#).
- Copy of passport page with expiration date and foreign visitor's picture.

**Based on Tax Analysis Additional Forms May Apply** (questions for foreign individuals can be directed to Asami Guenther, Tax Analyst at 619-694-5147 or [aguenthe@mail.sdsu.edu](mailto:aguenthe@mail.sdsu.edu)).

- Copy of I-94 [Form](#), or passport page with a U.S. admission stamp indicating date of entry, immigration status, and expiration date.
- For J-1 VISITOR- Copy of DS-2019 [Form](#) (If SDSU is not sponsoring institution, written authorization from the sponsor's Responsible Officer is also required).
- For F-1 VISITOR- Copy of I-20 [Form](#), all 3 pages.