Finance & Administrative Services
Office of Accounting Services
Accounts Payable & Travel

Checklist of Paperwork needed when paying an honorarium to a foreign visitor.

	VISA Type	
FORM NEEDED	**B1/B2, WB, WT**	**J1**
Individual Taxpayer Identification Number (ITIN) or file W-7 to receive one for treaty exemption	✔	✔
VISA (copy)	✔	✔
PASSPORT (copy)	✔	✔
I-94 (copy)	✔	✔
IRS FORM 8233 (original signature)	✔	✔
COMPLIANCE STMT (original signature)	✔	
IAP-66 or DS-2019 (copy)		✔
LETTER OF INVITATION (copy)	✔	
MISCELLANEAOUS CHECK REQUEST (AS02)	✔	✔

For detailed information, refer to FASOP:AS-04.

*The IRS requires we file this paperwork and then wait at least 10 calendar days before making the payment.

*The requisition and/or contract with copies of NRA and tax information should be sent to Purchasing.

The forms listed above should be sent directly to Valery Sonnier in Accounts Payable, 217 Thomas Boyd Hall. Please note…if applying for a W-7, this form must be completed and signed in the Accounts Payable office.

Any questions about this should be directed to Valery Sonnier by phone at 578-1531 or by email at vsonnier@lsu.edu.