

Paying Honorariums to Foreign Nationals

Contact the Foreign National Tax Administrator when planning to invite a foreign visitor to the University. Many questions can be answered before making an offer.

1. In order to pay honorariums to a Foreign National, they must have the proper visa status. Additional visa information is available from International Programs.
 - **B1/WB, B2/WT:** Follows the 9-5-6 Rule - the activity can be for no longer than 9 days, and no more than 5 institutions in the previous 6 months.
 - **H1B:** Immigration laws prohibit the payment for services by CSU to an H1B sponsored by another institution. If it is discovered that an H1B sponsored by another institution has performed services for CSU, all services must be terminated. Federal employment law requires that the individual be paid for all services previously performed. However, please be advised that accepting payment for services from an institution which is not his/her sponsor can put the H1B in violation of their visa. Paying an H1B sponsored by another institution can also subject CSU to fines and/or penalties.

The H1B's sponsor can submit an invoice to CSU for payment of the H1B's services and/or expenses. Payment is made by CSU to the sponsor, which would then pay the individual.
 - **F-1:** May not receive an honorarium.
 - **J-1:** A J-1 visa holder with a sponsor other than CSU must have written authorization from their Responsible Officer (RO) prior to the activity.

Alternatively, the J-1's sponsor can submit an invoice to CSU for payment of the J-1's services and/or expenses. Payment is made by CSU to the sponsor, which would then pay the individual.
2. As a general rule, the Internal Revenue Service (IRS) requires the University to withhold at a 30% rate for all honorarium payments made to Nonresident Alien Individuals.
3. Tax Treaty Exemptions may apply if:
 - there is a tax treaty with the U.S. and the individual's country and
 - the individual qualifies for an exemption.
4. A Tax Treaty Exemption has to be applied for and approved by the IRS. This process takes 10 days from the time the form is submitted to the IRS. To apply for a tax treaty exemption:
 - A Form 8233 (Request for Tax Treaty Withholding Exemption) is required to be filled out and signed by the individual and
 - A Social Security Number (SSN) or an Individual Taxpayer Identification Number (ITIN) must be submitted on the form or the IRS will not approve the exemption.

5. The Foreign National Tax Administrator must review all payment requests to Foreign Nationals before payment is made.
 - Please have the individual complete the Foreign National Information Form, print, sign, date and attach copies of the requested documents to the DV or PO
 - The Foreign National Information Form can be located at:
<https://wsprod.colostate.edu/cwis12/international/personalinfo.cfm>
 - **Indicate on the DV or PO that this payment request is for a Foreign National and the location where the services are being performed.**
 - Submit the DV or PO directly to Accounts Payable.