



FOREIGN NATIONAL INFORMATION SHEET – CAL POLY POMONA

All information completed on this form is held in strict confidence. This information is for tax purposes only.

Due to the changing events regarding COVID-19 pandemic, please read the new submitting instructions on page 5.

Name and Address

Legal Name: _____
DBA (doing business as): _____
Email Address: _____

United States Address: _____

Permanent Foreign Address: _____

Phone Number: Home _____ Cell _____
Work _____

Payee Type:

Individuals, Single Member LLCs*
(complete pages 2, 3, and 5)

Individuals - Undocumented
(complete pages 3 (Your Time in the US) and 5)

Corporation, Partnership, Exempt Entity,
Trust, Single Member LLCs elected to be taxed as a
corporation (complete pages 4 and 5)

For this payment, are all services performed outside of
the United States? If Yes and you do not have a Visa YES NO
or not a DACA student, go directly to page 5.

Individuals, Sole Proprietorships, Single Member LLCs (not elected to be taxed as a corporation)

If you are a student of Cal Poly Pomona, please list your Bronco ID: _____

Citizenship and Status

Country of Citizenship: _____
Tax Residency (if different): _____
Passport Number: _____
Passport Expiration Date: _____

Check your **current** Visa or Immigration Status:

- F-1 Student J-1 Student J-1 Short Term Scholar
- B-1 Business/Visa Waiver J-1 Research Scholar LPR Status Adjustment
- B-2 Visitor /Visa Waiver J-1 Professor DACA Student
- Other Please list:

Current Status Expiration Date: _____ SEVIS ID: _____
If your status expires *this* calendar year, do you plan to renew? YES NO

Note: If your current immigration status is listed below, you **must** provide a copy of your immigration documents below. If not received, payments will not be processed.

F-1 Student	I-20, I-94
J-1	DS-2019, I-94
B-1, B-2	I-94

Social Security Numbers

Do you have a social security number? YES NO
If yes, please state it: _____
Do you have an individual taxpayer identification number? YES NO
If yes, please state it: _____
If you answered NO to the questions above, have you applied for either the SSN YES NO
or ITIN?

Primary Purpose for Entering the United States:

Self-Employed Individuals:

Do you have a permanent office in the United States? YES NO
 Do you have a permanent office in the State of California? YES NO

Honoraria:

Are you receiving an honorarium? YES NO
 Is the honorarium for an academic activity? YES NO
 Does the activity last more than 9 days? YES NO
 Did you receive honoraria in more than 5 organizations in the past 6 months? YES NO

Your Time in the United States

Please list all the times you have visited the United States, along with the visa (immigration status) you came with.

Example 1: A student arrives in the U.S. with an F-1 Visa from March 10, 2013.

Immigration Status (Visa)	Dates
F-1	2013-03-10 - present

Example 2: A business visitor arrives in the U.S. in 2013, 2017, and 2018. Dates are listed below.

Immigration Status (Visa)	Dates
B-1	2013-06-10 - 2013-07-01
B-1	2017-01-08 - 2017-01-12; 2017-02-24 - 2017-03-01
B-1	2018-03-20 - present

Please complete the table below.

Immigration Status (Visa)	Dates

Please proceed to Page 5.

Corporations, Partnerships, Exempt Entities, Trusts

C Corporation

S Corporation

Partnership

Nonprofit

Other

Please List:

Do you have a permanent office in the United States? YES NO

Do you have a permanent office in the State of California? YES NO

Project Description

Please briefly describe the business transactions regarding this business transaction.

Project Start Date: _____ Project End Date: _____

Performance of Services:

Are all services performed outside of the United States? YES NO

Are all services performed outside of California? YES NO

Effectively Connected Income

If all of the following applies:

- * You are not a U.S. person.
- * You are the beneficial owner of the income or an entity engaged in U.S. trade or business.
- * Claim that the income is effectively connected with the conduct of a trade or business in the United States.

Then please provide a completed IRS W-8ECI with this form. You can download this form at www.irs.gov.

YOU MUST INCLUDE A COMPLETED VENDOR DATA RECORD (STD-204) with this form.

Please proceed to Page 5.

SIGNATURE REQUIRED

I declare that the information provided on this form is true and correct to the best of my knowledge. If any information changes, I will notify Cal Poly Pomona as soon as possible.

Signature (TYPE if you are completing this form online)

Date

We cannot process payment without this signature page.

Submitting Instructions:

Due to security purposes we can not accept forms by email. Please use our secure upload form by clicking here:

<https://www.cpp.edu/fas/university-accounting-services/gaap-tax/nrat.shtml>

and scrolling to the Secure File Upload link.

Due to the rapidly changing events related to COVID-19, we are striving to limit appointments at this time.

Edward Shore, Tax Specialist
Cal Poly Pomona
University Accounting Services

Questions? Email: ewshore@cpp.edu
Fax: 909-869-4223

Thank you for your time and cooperation!

Rev 5/24/2021