

Limited Engagement Agreement

Services within U.S. - Nonresident Aliens



University of Pennsylvania

Today's Date:

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A Limited Engagement Fee is a payment to an individual (non-employee, non-student) for providing a service of an academic nature, short duration, typically less than 30 days, and/or low dollar amount (\$1,000 or less per transaction; \$5,000 per year max). This is intended for guest speakers, guest lecturers, artists, performers, writers/editors, board members, critics, preceptors, and mentors and/or those services meeting the fee guidelines. It is not designed for engagements that create a material risk of physical injury or property damage. For these high-risk engagements requiring insurance, the Independent Contractor Agreement form should be used.

Service Provider Information

Legal Name of Individual	
Permanent residence/address (street, apt. or suite no., or rural route)	
City or town, state or province. Include postal code where appropriate.	Country
Email	Phone Number

Information and Documentation Requirements

IDENTIFICATION DOCUMENTATION REQUIRED: W-8BEN and copies of Passport and I-94 Departure Record.

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Tax Residency Status

WHAT COUNTRY DID YOU LIVE IN PRIOR TO THIS U.S. VISIT?

DID YOU PAY TAXES AS A RESIDENT OF THAT COUNTRY? YES ☐ NO ☐

DID YOUR TAX RESIDENCY IN THAT COUNTRY END PRIOR TO THIS VISIT TO THE U.S.? YES ☐ NO ☐

IF YES, DATE THAT TAX RESIDENCY ENDED

Immigration Status

VISA type: _____ Issue Date: _____ Expiration Date: _____

Have you ever had another immigration status in the U.S.? YES ☐ NO ☐

Have you ever been present in the U.S. prior to this visit? YES ☐ NO ☐

This agreement is made by and between the Trustees of the University of Pennsylvania, a Pennsylvania tax-exempt educational corporation ("University"), and _____
("Individual"), and is effective as of this day of _____.

The parties agree as follows:

1. **ENGAGEMENT:** Individual will provide service on _____ date(s).

2. **DESCRIPTION OF SERVICES:**

3. **LOCATION OF SERVICES:**

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4. **PAYMENT/TAXES:** University will pay Individual the sum of \$ _____ in U.S. dollars based upon applicable payment terms. If required, the University will withhold, remit, and report U.S. federal income tax on behalf of the individual unless covered under a tax treaty. Travel expenses must be included on the invoice. **Effective January 1, 2018, the University is required to withhold Pennsylvania state tax on non-employee compensation payments to individuals who are resident aliens, non-Pennsylvania residents, and who are performing services in Pennsylvania. A nonresident alien would be issued a 1042-S and would not be subject to PA tax withholding. The University will comply with all U.S. federal, state, or local withholding requirements on income.**
5. **SERVICE PROVIDER:** Individual will be participating in the Engagement as an individual service provider and not as an employee of the University.
6. **SERVICE PROVIDER** attests they are **not an enrolled student or an employee of the University of Pennsylvania, Health System, or any of its affiliates.**

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed by their respective authorized representatives as of the date first set forth above. I hereby certify that all of the above information is COMPLETE, TRUE, and CORRECT to the best of my knowledge. I understand that if my status changes from that which I have indicated on this form, I must submit a new Limited Engagement Agreement Form.”

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Signatures

Service Provider

Print Name	Title
Date	Signature

Compliance Specialist Approval for The Trustees of the University of Pennsylvania

Print Name	
Date	Signature