



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

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

FORM NEEDED	VISA Type	
	B1/B2, WB, WT	J1
Individual Taxpayer Identification Number (ITIN) or file W7 to receive one for treaty exemption	✓	✓
VISA (copy)	✓	✓
PASSPORT (copy)	✓	✓
I-94 CARD (copy)	✓	✓
IRS FORM 8233 (original signature)	✓	✓
COMPLIANCE STMT (original signature) can be found on the AP website	✓	
IAP-66 or DS-2019(copy)		✓
LETTER OF INVITATION (copy)	✓	
NRA CHECK REQUEST (AS441)	✓	✓

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

\*The IRS requires that 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 Misty Gregoire 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 Misty Gregoire by phone at 578-1541 or by email at [mgrego1@lsu.edu](mailto:mgrego1@lsu.edu).**