



UNIVERSITY OF ARKANSAS

1001 E Sain St • Fayetteville Arkansas 72703

Financial Affairs | Payroll Services

Nonresident Payment Request for Honorarium, Awards, Prizes, Payments

Name of Payee: _____ Nonresident Home Country: _____

Address of Payee: _____

Email of Payee: _____ Requesting Department: _____

Location of Activity: _____ Dates of Activity: _____

Is Payee: Student Faculty Visitor Amount of Payment: _____

Type of Payment and Reason:

Request Gross Up of Payment: Yes No Driving Worktag: _____

Acknowledgement (Please initial):

_____ I understand this payment will be expensed in U.S. dollars to the Driving Worktag provided and the Payee is responsible for any applicable currency exchange and/or bank fees incurred by their financial institution.

_____ I understand the payment will be issued to the Payee and will be subject to required withholding and reporting.

_____ I understand that in accordance with [Fayetteville Policies and Procedures 412.2](#), if the Nonresident Tax Coordinator was not involved in the payment request prior to the guests arrival, the requesting department will be responsible for any taxes and penalties assessed by the IRS and for a fee in the amount of 15% of the payment made to the nonresident Payee. Driving Worktag to charge: _____

Departmental contact information:

Name: _____ Email: _____

NRA Tax Coordinator: _____ Amount of Tax: _____

For internal use only: GLACIER	TREATY	Required Documents	Required Forms
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Please email completed form to NRAtax@uark.edu