



Payment Services

Foreign National Data Form (FNDF) for Non-US Individuals

Instructions:

This form is used to determine a foreign individual's tax immigration status. Please attach a copy your visa and passport. Due to data security concerns, do not email any documents which includes your name and your date of birth. Submit the completed form and documents to our secure dropbox: <https://pdropbox.caltech.edu> or fax to: (626) 666-3928.

Section 1: Biographic Information

Provide full names as they appear in your passport.

Last/Family Name(s)

First/Middle/Given Name(s)

Date of Birth (DD-MM-YY)

US SSN/ITIN, if any

Marital Status

Single

Married

Date of first entry into the U.S. within the last seven years, regardless of visa type (DD-MM-YY)

Date first employed in the US (DD-MM-YY)

Section 2: Address

Current US Address

Street Address

City, State, Zip Code

Foreign Permanent Address

Street Address – Line 1

Street Address – Line 2

City/Province/Region/State

Country/Postal Code

Preferred Mailing Address

Home Country

US Address

Other (enter below)

Contact Information

Phone Number

E-Mail

Section 3: Passport

Country Issuing Passport

Passport Number

Passport Expiration Date
(DD-MM-YY)

I-94 Number

Section 6: Honorarium Questions		
Some visa types do not allow foreign nationals to receive honorarium payments. If you are not receiving honorarium payment(s), check "No." If yes, please complete this section.		
Are all services considered usual academic activity?	Yes	No
Will you be performing this activity longer than 9 days?	Yes	No
Have you accepted honorarium payments from more than 5 institutions in the past 6 months?	Yes	No
Date(s) of activity		
Section 7: Certification		
I hereby certify that the information provided on this form is true and correct. I understand that my taxation and withholding will be based on the information I have provided.		
Printed Name		
Signature		
Date		

IMPORTANT:

1. Please submit the following documents to avoid payment delays:
 - Completed Foreign National Data Form (FNDF)
 - Copy of passport
 - Copy of visa

2. If you are a US permanent resident (green card holder), do not complete this form. Please submit IRS Form W-9.