

Limited Engagement Agreement

Foreign Nationals (Nonresident Aliens)



LAST UPDATED: 2/8/21

TODAY'S DATE

Note: This form should only be used if the supplier is an individual independent contractor (not a business).

This Agreement is designed for the *limited* engagement of an academic nature and a short duration presented to the University community. 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.

Supplier Information

FIRST NAME	MIDDLE INITIAL	LAST NAME	PHONE NUMBER
TITLE		EMAIL	FAX NUMBER

Information and Documentation Requirements

Instructions: Please provide information below based on whether the service will be provided inside or outside the U.S. Complete section A for work inside the U.S., and section B for work outside the U.S.

SECTION A: For use ONLY for work performed INSIDE the U.S.

IDENTIFICATION DOCUMENTATION REQUIRED: W-8BEN and copies of Visa, Passport Biographical Page, I-94, and U.S. Entry Stamp in Passport.

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 information for current visit to U.S.:

VISA ISSUE DATE VISA 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 IF YES, PLEASE COMPLETE THE SUBSTANTIAL PRESENCE TEST BELOW

Substantial Presence Test - determines the days you were present in the U.S. to verify tax residency. Additional information may be requested.

DATE YOU FIRST ENTERED THE UNITED STATES

DATE OF U.S. ENTRY MONTH/DAY/YEAR	DATE OF U.S. EXIT MONTH/DAY/YEAR	VISA MONTH/DAY/YEAR	CLASSIFICATION MONTH/DAY/YEAR	PRIMARY ACTIVITY	HAVE YOU TAKEN ANY TAX TREATY BENEFITS?
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No

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SECTION B: Complete if you performed work OUTSIDE the U.S.

IDENTIFICATION DOCUMENTATION REQUIRED: W-8BEN.

NAME OF COUNTRY

This agreement is made by and between The Trustees of Princeton University, a New Jersey not-for-profit educational corporation ("University"), and _____ ("Individual"), and is effective as of this _____ day of _____, _____.

The parties agree as follows:

1. **ENGAGEMENT: Individual** will appear at _____ on _____ from _____ to _____.

2. DESCRIPTION OF SERVICES

3. **PAYMENT/TAXES:** University will pay Individual the sum of _____ based on immediate payment terms. University will withhold, remit, and report federal income tax on behalf of Individual. If you are a resident of a country that has a tax agreement with the U.S., you may submit a treaty application for consideration using form 8233.

4. **INDEPENDENT CONTRACTOR: Individual** will be participating in the Engagement as an independent contractor and not as an employee or agent of University.

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.

Signatures

The Trustees of Princeton University	
PRINT NAME	TITLE
DATE	SIGNATURE ▶
Independent Contractor	
PRINT NAME	TITLE
DATE	SIGNATURE ▶

▶ **Please complete this form and return to your department contact.**