# SAMPLE PRE-APPROVED INDEPENDENT CONTRACTOR LETTER

\*\* USE YOUR DEPARTMENT LETTERHEAD \*\*

[Date]

Dear [Name of recipient],

Thank you for accepting our invitation to visit the [School/Department of ] at the California State University, Long Beach (CSULB) from [mm/dd/yyyy] to [mm/dd/yyyy]. Your activities will include [giving a lecture; participate in lecture series; concert; creative work; appraisal of an article; etc.]. We would like to offer you [a payment; an honorarium] of

$[amount]. [If applicable] Also as agreed, CSULB will reimburse your expenses related to this event up to $[amount]. All reimbursable expenses must be documented with receipts.

If the information contained herein is accurate and satisfactory to you, please sign below and return a copy of this letter with the [Form 204](http://daf.csulb.edu/forms/financial/purchasing/vendor_data_rec204.pdf) (Vendor Data Record).

Please be aware that [payment; an honorarium paid] to a foreign national is subject to U.S. federal withholding tax of 30%. Payment may be exempt from withholding only if there is a tax treaty benefit between the United States and the foreign national’s country, and a Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN) is needed in order to receive the tax treaty benefit.

Payments made to California nonresident vendors, including corporations, individuals, partnerships, estates and trusts, are subject to state withholding. Nonresident vendors performing services in California will have 7% of their total payments withheld for state income taxes. However, no state withholding is required if total payments to the vendor are $1500 or less for the calendar year.

Thank you in advance for your attention to this matter. Should you have any questions, please call [Name of person who can assist recipient] at [Contact phone no] or email at [email address].

[Department’s closing paragraph]

Sincerely,

[Name and signature of chair/director]

By my signature, I [Name of recipient], hereby certify that this [agreement for payment; honorarium] is fully understood by me.

Signature Date

Contact email Contact phone number

1. Are you a U.S. citizen or permanent resident? Yes No

If your answer is “NO” please continue to questions 2 and 3:

1. In the previous 6 months, have you received payments and associated expenses from more than five institutions? Yes No
2. The payment and/or associated expenses I will receive from CSULB are for usual activities and that those activities do not/will not last for more than nine days. Yes No