



FORT HAYS STATE UNIVERSITY

Forward thinking. World ready.

LLC Acknowledgement

LLC Travel Number: _____

LLC Trip: _____

LLC Trip Faculty Lead: _____

Name of Student Traveler Recipient: _____
(Print Full Name)

Student FHSU ID number: _____

Estimate of Student's Share of Trip Costs: \$_____

I understand that travel costs apportioned to me may be taxable as income, and that I am responsible for any applicable taxes. I understand that before I can leave on the trip, I must complete either an IRS Form W-9 (U.S. citizen or other U.S. person, including a resident alien individual) or an IRS Form W-8BEN (Nonresident Alien). In order to complete a form W-9 or W-8BEN the traveler must have a social security number or taxpayer identification number.

I understand that I may choose to decline going on the trip and not complete/sign this Acknowledgement.

Are you a U.S. Citizen? Yes _____ No _____

If you checked "yes" above, complete the IRS Form W-9 and give it to the LLC Trip Faculty Lead.

If you checked "no" above, you must contact Student Fiscal Services at (785) 628-5558 for assistance in completing the nonresident alien tax compliance documentation.

Date: _____

LLC Travel Recipient Signature

Last 4 digits of SSN/ITIN _____