

Invited Guests – Required Information

1. Supplier Registration

All individuals must be registered as suppliers with UGA.

If you have previously received payment from UGA, you do not need to re-register. However, please notify us if your address has changed since your initial registration.

- **U.S. Citizens or Permanent Residents:**
 - [Please follow the instructions provided on this webpage.](#)
 - **Non-U.S. Citizens or Permanent Residents:**
 - a. Submit a completed [W-8BEN form](#) to the OneSource Service Desk at onesource@uga.edu.
 - b. Once approved, you will receive your Vendor Number (VN) via email, which is needed to complete the NEP Form.
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2. Non-Employee Payment (NEP) Form

- Download the form: [Non-Employee Payment Form](#)
 - Complete lines 1–7, sign on the first line (as the payee), and send to the Office Manager as an email attachment.
 - For virtual lectures or services performed *outside the U.S.*:
 - Use this alternate form instead: [Honoraria/Fees for Services Performed Outside the U.S.](#)
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3. Additional Required Documents

*These must be submitted **in addition** to the NEP form:*

- **For all individuals (if applicable):**
 - Detailed receipts for any travel-related expenses
- **For international individuals:**
 - Copy of passport
 - Copy of I-94
 - Copy of visa
 - J-1 visa holders must also include a copy of their DS-2019
 - WT/WB visa holders may only need to submit the I-94 and passport