**ISC Employment & Taxation Unit Foreign National Vendor Process Flow**

**Sponsoring Department**
- Start discussions with a foreign vendor to perform services
- Confirm vendor requirements by sending an email request to the E&T Unit: vendorrequest@ucf.edu
- Request vendor number from the E&T Unit
  - If department has a vendor number, request Form C or Form D (for students)
  - Form C/D must include the vendor’s email & phone number
- Return W-8 Ben, passport, Form C or Form D (for students)
- Once vendor number is received, proceed to create, requisition, P.O., & other steps required by F&A

**Employment & Taxation Unit**
- Send most recent vendor requirements & guidelines to sponsoring department
- Reply to department with Form C or Form D (for students)
- & standard language
- Review W-8 BEN & passport
- Send SSN or TIN to F&A for vendor number generation
- Send Form A or FNIS email to vendor
- Input vendor’s information into Navigator & send Navigator-generated IRS forms to vendor via FNIS
- Generate vendor number
- Forward number to E&T Unit & sponsoring dept
- Complete Form A or FNIS data & submit data to the E&T Unit
- Mail forms to the E&T Unit or drop them off while in U.S. to perform service
- Mail or fax copy of Form 8233 to IRS within 5 days of acceptance
- Return to the E&T Unit for filing
- Mail related documents such as invoice/voucher, etc to the E&T Unit for tax withholding analysis
- Send related documents such as invoice/voucher, etc to F&A accounts payable to create check or wire

**Finance (F&A) Department**
- Forward voucher, contract or invoice to F&A’s accounts payable to create check or wire
- Complete withholding analysis and send it to F&A accounts/travels payable