Department Needs to Initiate a Foreign Vendor Payment Based on the 4 Most Common Situations

Department Needs to Reactivate Prior Vendor #

Department Needs to Setup New Vendor #

Department Needs to Pay Existing/Active Vendor #

Department Needs to Pay with PCARD

Non-STUDENTS

Submit FORM C to ISC for all vendor payments (excluding students)

Submit PASSPORT/VISA

Submit GREEN CARD

Submit W8-BEN FORM

Submit W9-FORM

COMPANIES

(Only Service or Software Providers)

Submit FORM C to ISC for all payments to companies/entities

Submit W8-BEN FORM

Submit INVOICE/WK ORDER, etc. on letterhead

Submit LICENSING AGREEMENT for software

STUDENTS

Submit FORM D to ISC for all vendor payments made to students and student/employees

Submit PASSPORT/VISA

Submit GREEN CARD

Submit W8-BEN FORM

Submit W9-FORM

ISC reviews submitted forms

ISC asks department for additional forms*

Department submits additional forms* to ISC

ISC obtains vendor # from F&A or Purchasing (if applicable)

Department submits additional forms* to ISC

ISC sends an approved FORM C/D with vendor #, tax notes and PCard notes to the department

Department attaches approved FORM C/D to requisition for F&A processing

ISC asks department for additional tax-related forms* based on tax notes

Department submits additional tax-related forms* to ISC

ISC holds forms until corresponding tax assessment is requested by Accounts/Travels Payable

Once vouchers and/or invoices are received from F&A, ISC reviews them in order to complete a tax assessment for each foreign vendor payment

ISC asks department for additional forms*

Department submits additional forms* to ISC

ISC instructs F&A to either withhold taxes, assess gross up from department, or pay without withholding taxes

* Additional forms may include:
- FORM A
- FORM B
- W8-BEN (Treaty-Based)
- Entry stamp on passport I-94
- DS-2019/I-20

ISC:

Department: