

Paying a Foreign National for Royalties or Rents

Name of Foreign National: _____

Type of Payment: _____

Date of Payment: _____

Pre-payment planning:

- Finalize the payment details: type of payment; date; time; and amount.
- Determine if foreign national is eligible for a tax treaty exemption:
 - If eligible, ask if they have a U.S. taxpayer ID number - a SSN or ITIN (for individuals) or EIN (for entities). **note:** tax treaty cannot be claimed without a valid U.S. taxpayer ID number.

Foreign national completes the following and sends to the department:

- If eligible to claim a tax treaty benefit, foreign national completes the appropriate Form W-8 and sends the *original* to the department:
 - W-8BEN, “Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding”
 - For foreign individuals and entities *except for*: governments, private foundations, or tax-exempt organizations
 - W-8EXP, “Certificate of Foreign Government or Foreign Organization for United States Tax Withholding”
 - For foreign governments, private foundations, and tax-exempt organizations

Department completes the following and sends to AP:

- Direct Check request form **OR** enters purchase order and provides an invoice.
- Attach the **original** form W8 received from the foreign payee, if they are eligible to receive a tax treaty benefit

Pay the foreign national:

- Will pick up check from Mailing Services **OR**
- Wire funds (additional fee of \$18.00 applies) **OR**
- Check should be mailed to directly foreign national’s address by Accounts Payable