Nonresident Alien Payment Request

Payment Type (check appropriate box)   **PAYMENTS IN US $ ONLY**

☐ **Honorarium or payment for services** (NOTE: foreign address <u>required</u>)   ☐ **Reimbursement/Refund**

Where services were rendered: _____

Date services provided: Start Date _____ End Date _____

- A copy of the payee's Passport and Visa, Visa stamp or I-94 must be attached to this payment request. Payments cannot be made unless these documents are provided.
- Supply, as appropriate the B-1/WB or B-2/WT compliance form for Payments to B or W Visa Holders.
- Submit the OSU AP Payment Compliance form if you have not done so within the past year.
- For IRS reporting purposes include a US Address. If the payee does not have a US address, use OSU department address.
- The complete foreign home address of citizenship/residency is required.
- If payment is for an honorarium or services rendered, provide the payee's e-mail address to enable access to the Glacier tax software and Foreign Person's US Source Income year end IRS Form 1042-S. **If the payee does not submit the necessary Glacier tax documents, the university is obligated to withhold 30% tax per IRS regulations.**

Payee Information

☐ Non-employee ☐ Student ☐ OSU Employee   Employee # _____   Vendor # _____

Payee Name	
Payee e-mail	

US Address		**Foreign Address**	
Address Line 1		Address Line 1	
Address Line 2		Address Line 2	
City		City	
State		State/Province/Region	
Zip Code		Postal Code/Country	

Initiating Dept. Name	
Campus Address	

Payment Information

Purchase Order Number or Convenience Order # _____   eRequest # _____

NOTE: If you are using a Convenience Order or eRequest, provide ChartField below:

ORG	FUND	ACCOUNT	PROJECT	PROGRAM	TAX/USER DEFINED	AP USE

Description	**Payment amount US $ Only**
Total payment	

☐ Hold check for pick-up   ☐ Mail check to foreign Address   ☐ Mail check to US Address

_____   _____

Department Contact   Phone

_____   _____   _____

Printed name of Approver   Signature of Approver   Date

Mail completed documents to: Accounts Payable, 2010 Blankenship Hall, 901 Woody Hayes Drive, Columbus, OH 43210 **Phone:** (614) 688-4978
Revised: 03-28-12