



## *Award, Prize or Research Subject Payments to a Foreign National*

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**Name:** \_\_\_\_\_  
**Title of Activity:** \_\_\_\_\_  
**Date(s) of Activity:** \_\_\_\_\_

**Pre-payment planning:**

Comprehensive planning is not needed for this type of payment. Tax treaty exemptions will not apply. Federal withholding tax will be withheld at the rate of 30% from all of these types of payments.

**Department and foreign national complete the following and department sends to AP:**

- Copy of passport picture page
- Copy of visa page and/or port of entry stamp page in passport
- Check Request w/invoice or Services Reimbursement Form

**How will the foreign national be paid (check one):**

- Will pick up check from Cashiers Office (typically ready within five days). Please note who will pick up **OR**
- Wire funds (additional fee of \$20.00 applies) **OR**
- Check should be mailed directly to foreign national's address

