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

VISITORS & Non-UCF STUDENTS

Submit FORM C to UCF Global for all vendor payments (excluding UCF students)
- Submit PASSPORT & VISA
- Submit GREEN CARD
- Submit W-8BEN FORM

Submit FORM D to UCF Global for all vendor payments made to students and student/employees
- Submit PASSPORT & VISA
- Submit GREEN CARD
- Submit W-8BEN FORM
- Submit W-9 FORM

COMPANIES

(Only Service or Software Providers)

- Submit FORM C to UCF Global for all payments to companies/entities
- Submit W-8BEN-E FORM
- Submit INVOICE/WK ORDER, etc. on letterhead
- Submit LICENSING AGREEMENT for software

UCF STUDENTS

- Submit FORM D to UCF Global for all vendor payments made to students and student/employees
- Submit PASSPORT & VISA
- Submit GREEN CARD
- Submit W-9 FORM

UCF Global reviews submitted forms

UCF Global asks department for additional forms*

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

Department submits additional forms* to UCF Global

UCF Global 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

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

Department submits additional tax-related forms* to UCF Global

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

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

UCF Global 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
  - FORM 8233
  - W-8BEN (Treaty-Based)
  - Entry stamp on passport I-94
  - DS-2019/I-20

UCF Global:

   
   
Department:

   
   

UCF STUDENTS

VISITORS & Non-UCF STUDENTS

UCF STUDENTS

COMPANIES

(Only Service or Software Providers)

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