



## FOREIGN SUPPLIER INFORMATION

**Check here if this is a blanket activity/request**  
(cannot exceed more than one year)

Please complete this form for all Foreign National Suppliers who are non-UCF employees and non-UCF students. All applicable questions below must be answered. All information requested will allow for a timely and accurate withholding analysis by UCF Global's Employment and Taxation Unit.

Supplier/Traveler Name:	Department:
Company Name:	Dept Contact:
Supplier Email:	Dept Phone:
Supplier Phone:	Dates of Activity: to
Foreign Address:	Visa/Waiver Type:
	Est Amount:
Foreign Country:	

Business purpose of the expense, such as interview, lecturing, consulting, research etc.

Is the payee a permanent resident of the U.S. (green card holder)?	Yes	No
<ul style="list-style-type: none"><li>• If yes, skip the remaining questions, sign and date the form, and submit them to UCF Global with copy of payee's permanent resident card (both front &amp; back).</li><li>• If no, please proceed with the questions and instructions below.</li></ul>		

Will payment be processed via Supplier Invoice?	Yes	No
Will reimbursement be made with a UCF credit card?	Yes	No
Grants Only: Did the funds for the payment originate from a foreign source:	Yes	No

### FOR NON-U.S. CITIZENS OR NON-U.S. ENTITIES (FOREIGN CORPORATIONS):

	Yes	No	N/A
1. Will the supplier have either an H1-B, B1, B2, WB, WT, TN, F1, or J1 Visa to be eligible to receive payment for activities performed in the U.S.?			
2. Will the payment be exclusively for travel or lodging reimbursement?			
3. Will the payment be exclusively for travel or lodging reimbursement for a job interview at UCF?			
4. Will payment be for royalties or licensing agreements?			
5. Will the payment be for an Honorarium? (9/5/6 rules apply & verification)			
6. Will the supplier be physically in the U.S. for less than 31 days during the entire current calendar year?			
7. Is the activity being performed entirely outside the U.S.?			
8. Is the contract with a Foreign National entity such as a corporation, instead of an individual?			
9. Will the individual supplier be applying a treaty from their country of residence?			
10. Does the individual supplier have a U.S. Social Security Number (SSN) or Individual Tax Identification Number (ITIN)?			
11. Will the individual who will be performing the activity be someone other than the individual receiving the payment?			
12. Will the individual who will be performing the activity be someone other than who the agreement or contract is with?			

**FOR NON-U.S. ENTITIES (FOREIGN CORPORATIONS):**

**Yes    No    N/A**

1. Will the entity be applying a treaty from its country of residence?  
*Must list Foreign Tax Identification Number (TIN) or U.S. EIN on W-8BEN-E.*
2. Does the entity have a U.S. Employer Identification Number (EIN)?
3. Does the entity have a permanent establishment in the U.S. where income is generated?
4. Does the entity have any other individuals that could be chosen to perform the exact service you require of this supplier?

**DEPARTMENT ACKNOWLEDGEMENT:**

*NOTE: Payments to Non-Resident Aliens may be subject to a 30% or 14% tax withholding in accordance with IRS regulations.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

**FOR UCF GLOBAL STAFF ONLY**

Completed form received from: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

UCF Credit Card Approved for Activity:                      Yes                      No

Tax Analysis: \_\_\_\_\_

\_\_\_\_\_