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-9 FORM
- Submit W-8BEN 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
- Submit W-8BEN 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
Department submits additional forms* to UCF Global

* Additional forms may include:
- FORM A
- FORM B
- FORM 8233
- W-8BEN (Treaty-Based)
- Entry stamp on passport
- DS-2019/I-20

UCF Global: □
Department: □