

Foreign National Payment Form

This form is not required if an individual is being reimbursed for travel expenses only, with receipts.

Please use this form before initiating payment to a Foreign National individual or company. This includes Miscellaneous Payments, Supplier Invoices, and Purchase Orders. Complete this form in its entirety and email it to: foreignnationaltax@brown.edu. Steps Required:

1. We will create a Sprintax Calculus account for the foreign national. Please ensure they complete their account.
2. Upon account completion, please email our office to receive an approval to submit the payment request.
3. Foreign National Tax will review the account and provide an approved signed copy of this form. The approved copy must accompany the payment submission. Payments without an approved form will be returned to the department and not processed for payment.

Department Contact Name: * _____

Department Contact Phone Number: * _____

Individual/Company Name: * _____

Individual/Company Email Address: * _____

Select Type of Payment: *

(This form is not required if payee is receiving reimbursement for travel expenses only, with receipts).

- Guest Speaker
- Professional Services
- Scholarship/Fellowship (*including E-GAP funds*)
- Stipend (*only select if payee is outside of the U.S.*)
- Visiting Researcher/Scholar
- Prize
- Royalty
- Visitor Travel - Taxable (*only select if greater than 60 days from the travel date*)

Date of Service Performed: * _____

Payment Total (USD): * _____

For conversion assistance, [Oanda](#) can be used

Location of Service (Inside or Outside U.S.): *

- U.S.
- Outside of U.S.
 - Country: * _____

Foreign National Tax Office Use Only

Foreign National Tax Approval:

Signed: _____

Dated: _____