Obtain a W-8BEN or W-8BEN(E) and attach to a DV vendor. Not required for SP vendors.

Proceed with typical DV processing.

NRAPSC required for payment processing.

Is your vendor a NRA?

Is your payment for tangible goods or a reimbursement?

Proceed with typical DV processing. May be subject to tax withholding. Tax treaty may apply.

Is the income U.S. source?

Is this a rent or royalty payment?

Payments for Services

Is the vendor an entity or individual?

Nonresident Alien (NRA) Payments

Individual. Visa type will need to be determined to obtain appropriate paperwork. May need to withhold taxes.

Bl/B2 Visa Waiver
Attach to DV:
1-94 or Substitute (Canada Only)
MSU BI/B2NW Certification
NRAPSC
Send to Accounting:
8233 if claiming tax treaty (must be original).

J-1 Visa
Attach to DV:
1-94 or Substitute (Canada Only)
DS-2019
Responsible Officer Statement (if not a MSU J-1)
NRAPSC
Send to Accounting:
8233 if claiming tax treaty (must be original)

F-1 Visa
Attach to DV:
1-94 or Substitute (Canada Only)
INS 1-20
Designated School Official Statement (if not MSU F-1)
Employment Authorization Card
NRAPSC
Send to Accounting:
8233 if claiming tax treaty (must be original)

Entity

NRAPSC required for payment processing.