

Paying an Award, Prize or Research Subject Payment to a Foreign National

Name of Foreign National: _____

Title of Activity: _____

Date of Activity: _____

Pre-payment planning:

Note: Comprehensive planning is not needed for this type of payment. Tax treaty exemptions may apply; if no treaty, federal withholding tax will be withheld at the rate of 30% from all of these types of payments.

Department and Foreign National completes the following and sends to AP:

- Check request form
- Potential 8233 or W-8BEN should be attached.

Pay the foreign national:

- Will pick up check from Accounts Payable (ready in five days if Form 8233 was not submitted; 15 days if form was submitted) **OR**
- Wire funds (additional fee of \$25.00 applies) **OR**
- Check should be mailed to foreign national's address by Accounts Payable