Accounts Payable, 120 Stores and Receiving Building, 2650 Kenny Road, Columbus, OH 43210

Nonresident Alien Payment Request

Payment Type (check appropriate box) **PAYMENTS IN US $ ONLY**

☐ **Honorarium or payment for services** (NOTE: foreign address required) ☐ **Reimbursement/Refund**

Where services were rendered:

Date services provided: Start Date End Date

- A copy of the payee's Passport and Visa, Visa stamp or I-94 must be attached to this payment request. Payments cannot be made unless these documents are provided.
- Supply, as appropriate the B-1/WB or B-2/WT compliance form for Payments to B or W Visa Holders.
- Submit the OSU AP Payment Compliance form if you have not done so within the past year.
- For IRS reporting purposes include a US Address. If the payee does not have a US address, use OSU department address.
- The complete foreign home address of citizenship/residency is required.
- If payment is for an honorarium or services rendered, provide the payee's e-mail address to enable access to the Glacier tax software and Foreign Person's US Source Income year end IRS Form 1042-S. **If the payee does not submit the necessary Glacier tax documents, the university is obligated to withhold 30% tax per IRS regulations.**

Payee Information

☐ Non-employee ☐ Student ☐ OSU Employee Employee # Vendor #

Payee Name	
Payee e-mail	

US Address		**Foreign Address**	
Address Line 1		Address Line 1	
Address Line 2		Address Line 2	
City		City	
State		State/Province/Region	
Zip Code		Postal Code/Country	

Initiating Dept. Name	
Campus Address	

Payment Information

Purchase Order Number or Convenience Order # eRequest #

NOTE: If you are using a Convenience Order or eRequest, provide ChartField below:

ORG	FUND	ACCOUNT	PROJECT	PROGRAM	TAX/USER DEFINED	AP USE

Description	**Payment amount US $ Only**
Total payment	

☐ Hold check for pick-up ☐ Mail check to foreign Address ☐ Mail check to US Address

Department Contact Phone

Printed name of Approver Signature of Approver Date

Mail completed documents to: Accounts Payable, 120 Stores and Receiving Bldg, 2650 Kenny Rd., Columbus, OH 43210 **Phone:** (614) 292-6831

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