***Award, Prize or Research Subject Payments to a Foreign National***

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Title of Activity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date(s) of Activity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Pre-payment planning:**

Comprehensive planning is not needed for this type of payment. Tax treaty exemptions will not apply. Federal withholding tax will be withheld at the rate of 30% from all of these types of payments.

**Department complete the following:**

* Fill out Payment to Individual (P2I) in Ariba
	+ <https://finance.uw.edu/ps/how-to-pay/payments-to-individuals>

**Required Documentation in Docusign**

**Department submits in Docusign (do not attach sensitive documents in Ariba):**

**Individual inside the US attachments:**

* Copy of passport picture page
* Copy of visa page and/or port of entry stamp page in passport or I-94 admission record
* If making the payment by wire, fill out and attach wire transfer information form: <https://finance.uw.edu/ps/how-pay/wire-payments>

**Individual outside the US attachments:**

* Complete W-8BEN
* If making the payment by wire, fill out and attach wire transfer information form: <https://finance.uw.edu/ps/how-pay/wire-payments>

**How the foreign national will be paid (all selections will be available in Ariba):**

* Will pick up check from Mailing Services (typically ready within five days). You will be called when the check is ready
* Wire funds (additional fee of $15-25 applies
* Check should be mailed directly to foreign national’s address

**Important**: Incomplete documentation could result in delayed or rejected requests.