

Campus Nonresident Alien Tax Payments in Workday

Campus NRA Scholarship Tax Payments

- Create a supplier invoice using: Supplier id MN STATE LBA BUSINESS OFFICE
- For an Invoice Number use: “NRA Scholarship Tax – Term Year”. Ex: NRA Scholarship Tax – Fall 2024
- Choose spend category: SC0358 Nonresident Alien-Fed Tax Withholding
- In the memo area write in: “NRA Scholarship Tax – Term Year”. Ex: NRA Scholarship Tax – Fall 2024
- Remember to send Tax Services the [NRA Scholarship Campus Withholding/Reporting spreadsheet](#)

Campus NRA Tax Payments

- Create a supplier invoice using: Supplier id MN STATE LBA BUSINESS OFFICE
- For an Invoice Number use: NRA Tax
- Choose spend category: SC0358 Nonresident Alien-Fed Tax Withholding
- In the memo area write in: “NRA Tax – (brief description)”. Ex: NRA Tax – Speaker Jodi Smith; NRA Tax – Raffle Winners 8/2024
- Send Tax the [NRA Payments Tax Reporting spreadsheet](#)