



MINNESOTA STATE

TAX SERVICES FOREIGN VENDOR INTAKE FORM

Name of college or university:

Campus contact name(s), email(s) and phone number(s)

Foreign Vendor Name

Vendor Contact Name & Email:

1. Gather current W-8 series form from foreign entity
2. How much is being paid?
3. What is payment for?

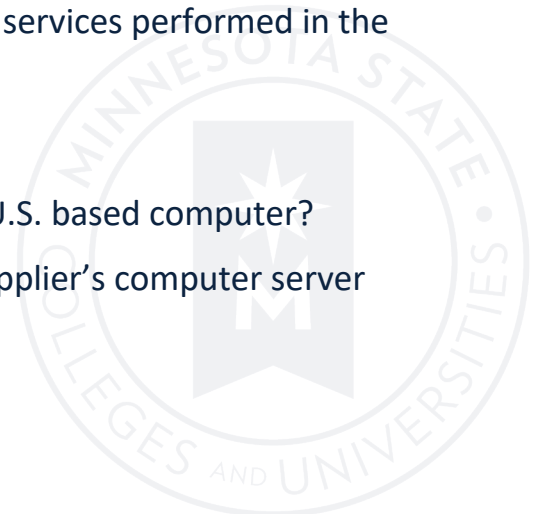
Workday Spend Category:

SWIFT Pymt Account Code:

SWIFT Voucher ID:

Describe purchase:

4. Is there a contract? MP Contract #:
5. Will the vendor be receiving expense reimbursements?
6. For services/honorarium, in what country(s) will the supplier be physically present when performing the services?
7. Is the payment to a public speaker or entertainer for services performed in the U.S.?
8. Is software is being purchased?
 - a. Will the software be installed/downloaded onto a U.S. based computer?
 - b. If online software, in what country is the foreign supplier's computer server located?



9. When will the activity occur?
When will payment be made?
10. Will the payment be made with State Treasury funds, local funds or a combination of both?
11. If a combination of funds, please state how much will be paid from State Treasury funds.
12. SWIFT Vendor ID #

Send this intake form, payee's W-8 form and any quotes, invoices &/or contracts to Tax Services at tax@minnstate.edu. Tax will review the information on the form and will contact the college or university contact with further instructions. Please visit the [Tax Services Nonresident Alien\(Foreign\) web page](#) for further information on nonresident alien taxation and reporting

TAX SERVICES NOTES:	1042-S Reportable	Tax Withholding
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Tax Services Review Date _____

Tax Services Signature _____

Name & Title _____