

International Tax Requirements (10.2015)

Required Documentation

- **Non US Entity**
 - *Company, Corporation, Partnership, etc. that is providing services to Georgetown University, in or out of the country*
 - [Form W-8BEN](#)

- **Non US Independent Contractor**
 - *Individual that is residing outside of the US and performing the services outside of the US*
 - [Form W-8BEN](#)

- **Non US Individual paid an:**
 - *Reimbursement*
 - Register through the [GU Non-Taxable link](#)

 - *Honorarium, Non Service Stipend, Non Service Fellowship, Royalty, Prize, Award, Grant, payment for services within the US as an Independent Contractor*
 - [Foreign National Information Form](#)
 - [Form W-8BEN](#)
 - [Honorarium Eligibility Form](#) (Only required for honorarium payments)
 - Statement of purpose of the payment (Award letter, Proposal, etc.)
 - Copy of their Passport (Picture Page)
 - Copy of Current Visa
 - Copy of their I-20 or DS-2019 form (*Required for **F** or **J** visa holders*)
 - Copy of permission letter (*Applies to **F** and **J** visa holders*)

Submitting Documents

E-mail all applicable documents to upload.Tax_Dep.9m074yyah1@u.box.com in a **Single PDF** document with a naming convention of "Legal Last Name, Legal First Name.pdf".

Please note that everything, including questions, must be included in the pdf attachment and anything you write in the body of the e-mail will not be received.