



**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?

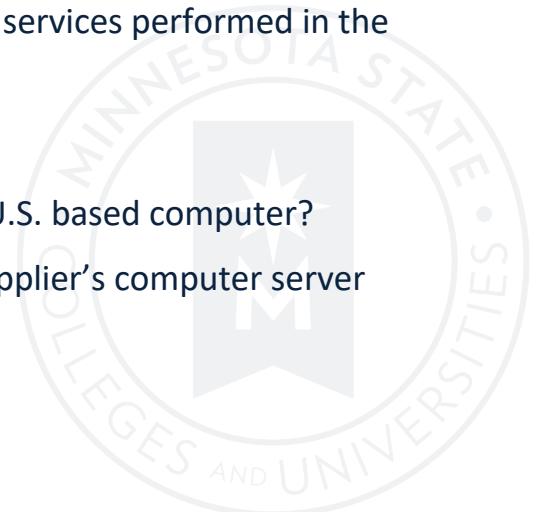
Workday Spend Category:

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. Which Workday payment type will be used to send payment to the supplier?

Other:

11. If payment will be made by SWIFT Wire Transfer, the campus will need to work with Campus Assistance and MN Management and Budget. MMB forms needed are: [Form 0802-02.3X Wire Transfer Form and Directions](#) and [Form 0802-02.1F Warrant Special Handling Request](#). For help contact: MMB's Payment team at [syscomp.MMB@state.mn.us](mailto:syscomp.MMB@state.mn.us).

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](mailto: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

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TAX SERVICES NOTES:

1042-S Reportable

Tax Withholding

Tax Services Review Date\_\_\_\_\_

Tax Services Signature\_\_\_\_\_

Name & Title\_\_\_\_\_