UNIVERSITY OF MINNESOTA

UM 1695E: Foreign Entity Data Collection Form

This form is required for payments made through Accounts Payable to entities that have not provided a W-9 (non-US taxpayers). Units must submit the form with each payment request.

This form should be completed by the person receiving the payment.

Part I – Basic Information

Entity Name:
Responsible Individual Name:
Supplier / Vendor ID:
Entity Country of Organization:
Indicate the primary reason for the payment, and complete the remainder of the form as indicated: ☐ Performing Services for the University– go to Part II ☐ Receiving a Grant or Subaward – go to Part II ☐ Software, Digital Products or Subscriptions – skip Part II, go to Part III ☐ Use of Intellectual Property (royalties, licenses) – skip Part II, go to Part III ☐ Tangible Property (equipment, supplies) – skip Parts II, III and IV, go to Part V

Part II – Services and Activities

Is this payment for services or activities entirely outside of the US? ☐ Yes ☐ No

Answer based on physical location when performing services or conducting the activity. For example, if the payment is supporting research performed by staff who are all located outside of the United States, you would check "yes."

- If you checked "yes," skip Part III and Part IV. Complete Part V.
- If you checked "no," skip Part III and continue with Part IV.

Part III – Royalties, Licenses, and Digital Products

Please indicate the type of payment:

☐ Software or Digital Product ☐ Royalty ☐ License Fee

☐ Other, please describe:

For a software license, subscription, or other digital product, how is the product accessed?

☐ Downloaded to a computer or server

☐ Cloud or web-based and hosted on a US system, or location unknown

☐ Cloud or web-based and hosted on a system outside the US

For royalties and other types of licenses, describe the underlying property for which the payment is being made:

Part IV – Treaty Benefits

Before requesting treaty benefits, please confirm that you are eligible to do so. To request treaty benefits, an entity must meet the following criteria:

- Provide a US Employer Identification Number or foreign taxpayer identification number
- Be receiving an eligible type of US-source payment
- Be organized in a country with an applicable tax treaty
    - The University maintains a website with a list of eligible countries
    - The IRS maintains a website with Tax Treaty Tables, and Table 1 includes various types of royalty income

Are you requesting treaty benefits for this transaction? ☐ Yes ☐ No

If yes, complete Form W-8BEN-E (instructions available here). Submit the completed form with this Foreign National Data Collection Form. The form is valid for three years after it is signed, or until the information on it changes. It will need to be resubmitted if payments continue past the date when the form expires.

Part V – Certification

I hereby certify that all of the above information is true and correct. I understand that if any status changes from that which I have indicated on this form, I must submit a new Foreign Entity Data Collection Form.

_____ _____

Signature Date