



Foreign National Data Collection Form

Payments made through Accounts Payable to foreign nationals, including expense reimbursements, cannot be approved without a completed foreign data collection form and copies of any additional required documents referenced in the sections below. Units must submit the form and documents with each payment request.

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

Part I – Basic Information

Name:
Supplier / Vendor ID:
Country of Citizenship:
Country of tax residence, if different:

Answer the following questions about the payment:

Is this payment for services or activities entirely outside of the US? <i>Answer based on your physical location when performing services or conducting activities. If <u>yes</u>, skip Parts II – VI. Complete Part VII.</i>	Yes	No
Is this payment for the purchase of tangible personal property? <i>If <u>yes</u>, skip Parts II – VI. Complete Part VII.</i>	Yes	No
Is this payment a recruiting-related expense reimbursement? <i>If <u>yes</u>, skip Parts II – VI. Complete Part VII.</i>	Yes	No
Is this payment for a royalty or license fee? <i>This includes fees for using intellectual property (patent, copyright). If <u>yes</u>, skip Parts II – IV. Complete Parts V – VII.</i>	Yes	No

If all four of the above questions are answered no, complete the remainder of the form starting with Part II.

Part II – Immigration Information

Attach a copy of your passport including the current visa page and a copy of your I-94 Travel History (available online at <https://i94.cbp.dhs.gov/>). Indicate your visa status below and attach additional documentation if required.

B Visitor Visa or Visa Waiver (attach UM 1695A)	H-1 Temporary Employee
F-1 Student (attach I-20)	Other:
J-1 Exchange Scholar (attach DS-2019)	

If your visa status is J-1 Exchange Scholar, indicate your subtype:

01 Student	12 Research Scholar
02 Short Term Scholar	Other:
05 Professor	

Provide the following additional information about your visa:

Visa Expiration Date:
First date entered into the US for your present immigration status:
Projected end date (departure date):

Part III – Activity for the U of M

Complete this section based on the activity connected with this payment or support.

Start date of your activity for the U of M:			
Projected end date of your activity for the U of M:			
Please select the primary purpose of your U of M activity from the following:			
Studying:			
Degree Program	Non-Degree Program	Other Training Participant	
Providing Independent Personal Services (complete UMN Form 1650 PSIS if applicable):			
Guest lecturing for a U of M class	Conducting training	Participating in clinical activity	
Other speaking or presenting	Conducting research	Observing	
Demonstrating special skills	Consulting	Performing	
Other, please describe:			
Please select the type of support or payment that you are receiving from the U of M (select all that apply):			
Fees for services	Honorarium	Scholarship	Prize/Award
University-booked travel	On-campus or University housing	Per diem or living expense stipend	Human subject payment
Expense reimbursements:			
Travel	Housing	Other living expenses	Business expenses
Other, please describe:			

Part IV – Residency Status

A non-U.S. person will be considered a resident for U.S. tax purposes if the individual meets the requirements under the Substantial Presence Test as specified by federal tax regulations or is a lawful permanent resident of the U.S. at any time during the calendar year. Please indicate your visa below:

J-1 or F-1 student who has been in the U.S. for less than five calendar years.

J-1 non-student visitor who has been physically present in the U.S. for no more than two calendar years out of the last six.

If you have either of these visa types, skip to Part VI.

If neither applies, complete the following calculation to determine whether you meet the Substantial Presence Test. An explanation of this test from the IRS is available [here](#).

Number of days physically present in the U.S. during the current calendar year:

Number of days physically present in the U.S. in the previous calendar year: / 3 =

Number of days physically present in the U.S. two calendar years ago: / 6 =

Total number of days present in the U.S.: Total:

Based on the number of days, check the appropriate box:

The total is 183 days or more, I am a U.S. resident. Attach Form W-9 and skip to Part VIII.

The total is less than 183 days, I am a nonresident.

Part V – Royalty and Licenses

This section only needs to be completed if you are receiving a royalty or license payment. Royalty and license payments are made in exchange for the use of the payee’s property. Examples include patent or trademark royalties, software subscriptions, and copyright or publication fees for film, music, works of art, or written materials.

Please indicate the type of payment:		
Royalty	License Fee	Other, describe below
Please describe the underlying property for which the payment is being made:		

Part VI – Treaty Benefits

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

- Be receiving an eligible type of payment
- Be a resident of a country with an applicable tax treaty
 - The University maintains a website with a [list of eligible countries](#) for scholarship and personal service income
 - The IRS maintains a website with [Tax Treaty Tables](#), and Table 1 includes various types of royalty income
- For scholarships or payment for services, have a US Social Security Number or ITIN

Are you requesting treaty benefits for this transaction? Yes No

If yes, attach a current and fully completed Form W-8BEN, or Form 8233.

- [Form W-8BEN](#) (scholarships, fellowships, royalties or licenses, instructions available [here](#)) expires on December 31 of the third calendar year after it is signed
- [Form 8233](#) (payment for services, instructions available [here](#)) expires on December 31 of the calendar year when it is signed

Form W-8BEN or Form 8233 must be fully completed and signed. If you provide an incomplete form, the University will be required to withhold applicable tax even if you otherwise qualify for treaty benefits. If you have questions about the form after reviewing the instructions, consult your personal tax advisor. The University is not able to provide any individual tax advice.

Part VII – Certification

I hereby certify that all of the above information is true and correct. If I am entering the US, I certify that I am doing so in a status that allows me to receive payment from the University of Minnesota. I understand that if any status changes from that which I have indicated on this form, I must submit a new Foreign National Data Collection Form.

Signature

Date