

International Payment Checklist

The international payment checklist serves as a guide for departments on campus who are requesting to issue a payment to an international (non-U.S. based) company or individual. See below a list of common payment types and the required documentation needed to register the company or individual. **Note: Does not apply to U.S. based companies, U.S. citizens or Permanent Residents (Green Card holder).**

Payments to International Companies providing services in the U.S.:

- W-8BEN-E
- Purpose of payment documentation (contract, invoice, etc.)

Payments to Companies providing services outside of the U.S.:

- W-8BEN-E
- Purpose of payment documentation (invoice, contract, signed memo or email from the department explaining the purpose of payment, etc.)

Payments to Individuals providing services outside of the U.S.:

- W-8BEN
- Purpose of payment documentation (invoice, contract, signed memo or email from the department explaining the purpose of payment, etc.)

Payments to International Visitors (Individuals) Providing Services in the U.S.:

- W-8BEN
- Copy of Passport
- Copy of Visa or Documentation of ESTA registration
- Copy of I-94 or entry stamp in passport for current visit
- I-20 or DS2019 (F1 or J1 visa holders only)
- Foreign National Information Form (FNIF)
- Copy of Lecturer or Performance Agreement (if applicable)
- Purpose of Payment Documentation (Invitation letter/Event flyer from KSU, invoice, email from the department explaining purpose of payment, Lecture/Performance Agreement, Contract, etc.)

Travel Payment/Reimbursement Only to International Visitors Providing Services or Job Candidates:

- W-8BEN
- Copy of Passport
- Copy of Visa or Documentation of ESTA registration
- Copy of I-94 or entry stamp in passport for current visit
- I-20 or DS2019 (F1 or J1 visa holders only)
- Purpose of Payment Documentation (Invitation letter/Event flyer from KSU, invoice, email from the department explaining purpose of payment, Lecture/Performance Agreement, Contract, etc.)

Note: Purpose of payment documentation is very important for the protection of the department, the university, and the supplier.

Submit all forms and documentation via mail or fax to (**DO NOT EMAIL** the form):

Kennesaw State University
Office of Fiscal Services
Attn: International Tax
3391 Town Point Drive
Suite 3700, MD 9110
Kennesaw, GA 30144
FAX: 470.578.9187