



**KENNESAW STATE  
UNIVERSITY**  
OFFICE OF FISCAL SERVICES  
*Procurement and Payment Services*

## International Vendor Information Form

For non-U.S. citizens, non-permanent resident aliens, and non-U.S. entities receiving payment from Kennesaw State University. Once completed, please submit this form along with the vendor's W-8BEN or W-8BEN-E to [Vendor Registration](#) via one of our secure methods: DocuSign, Send-a-file, ServiceNow, Fax or Mail.

Name of individual or business: \_\_\_\_\_

Vendor Contact name: \_\_\_\_\_

Vendor Contact email: \_\_\_\_\_

Are services being provided inside or outside of the US? \_\_\_\_\_

Amount to be paid: \_\_\_\_\_

Please provide a brief description of the services:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date signed: \_\_\_\_\_

*\*Payments to non-U.S. citizens, non-permanent resident aliens, and non-U.S. entities may be taxable and reportable under the U.S. tax system. If the activity and payment is deemed to be subject to U.S. tax reporting, the vendor will be sent a link from **Sprintax Calculus** to determine tax status. Tax withholding rules will apply at the point of payment.*

**Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding and Reporting (Individuals)**

(Rev. October 2021)

► For use by individuals. Entities must use Form W-8BEN-E.

OMB No. 1545-1621

Department of the Treasury  
Internal Revenue Service

► Go to [www.irs.gov/FormW8BEN](http://www.irs.gov/FormW8BEN) for instructions and the latest information.

► Give this form to the withholding agent or payer. Do not send to the IRS.

**Do NOT use this form if:**

**Instead, use Form:**

- You are NOT an individual . . . . . W-8BEN-E
- You are a U.S. citizen or other U.S. person, including a resident alien individual . . . . . W-9
- You are a beneficial owner claiming that income is effectively connected with the conduct of trade or business within the United States (other than personal services) . . . . . W-8ECI
- You are a beneficial owner who is receiving compensation for personal services performed in the United States . . . . . 8233 or W-4
- You are a person acting as an intermediary . . . . . W-8IMY

**Note:** If you are resident in a FATCA partner jurisdiction (that is, a Model 1 IGA jurisdiction with reciprocity), certain tax account information may be provided to your jurisdiction of residence.

**Part I Identification of Beneficial Owner** (see instructions)

<b>1</b> Name of individual who is the beneficial owner		<b>2</b> Country of citizenship
<b>3</b> Permanent residence address (street, apt. or suite no., or rural route). <b>Do not use a P.O. box or in-care-of address.</b>		
City or town, state or province. Include postal code where appropriate.		Country
<b>4</b> Mailing address (if different from above)		
City or town, state or province. Include postal code where appropriate.		Country
<b>5</b> U.S. taxpayer identification number (SSN or ITIN), if required (see instructions)		
<b>6a</b> Foreign tax identifying number (see instructions)	<b>6b</b> Check if FTIN not legally required . . . . . <input type="checkbox"/>	
<b>7</b> Reference number(s) (see instructions)	<b>8</b> Date of birth (MM-DD-YYYY) (see instructions)	

**Part II Claim of Tax Treaty Benefits** (for chapter 3 purposes only) (see instructions)

**9** I certify that the beneficial owner is a resident of \_\_\_\_\_ within the meaning of the income tax treaty between the United States and that country.

**10 Special rates and conditions** (if applicable—see instructions): The beneficial owner is claiming the provisions of Article and paragraph \_\_\_\_\_ of the treaty identified on line 9 above to claim a \_\_\_\_\_ % rate of withholding on (specify type of income): \_\_\_\_\_.

Explain the additional conditions in the Article and paragraph the beneficial owner meets to be eligible for the rate of withholding: \_\_\_\_\_

**Part III Certification**

Under penalties of perjury, I declare that I have examined the information on this form and to the best of my knowledge and belief it is true, correct, and complete. I further certify under penalties of perjury that:

- I am the individual that is the beneficial owner (or am authorized to sign for the individual that is the beneficial owner) of all the income or proceeds to which this form relates or am using this form to document myself for chapter 4 purposes;
- The person named on line 1 of this form is not a U.S. person;
- This form relates to:
  - (a) income not effectively connected with the conduct of a trade or business in the United States;
  - (b) income effectively connected with the conduct of a trade or business in the United States but is not subject to tax under an applicable income tax treaty;
  - (c) the partner's share of a partnership's effectively connected taxable income; or
  - (d) the partner's amount realized from the transfer of a partnership interest subject to withholding under section 1446(f);
- The person named on line 1 of this form is a resident of the treaty country listed on line 9 of the form (if any) within the meaning of the income tax treaty between the United States and that country; and
- For broker transactions or barter exchanges, the beneficial owner is an exempt foreign person as defined in the instructions.

Furthermore, I authorize this form to be provided to any withholding agent that has control, receipt, or custody of the income of which I am the beneficial owner or any withholding agent that can disburse or make payments of the income of which I am the beneficial owner. **I agree that I will submit a new form within 30 days if any certification made on this form becomes incorrect.**

**Sign Here** ▶

I certify that I have the capacity to sign for the person identified on line 1 of this form.

\_\_\_\_\_  
Signature of beneficial owner (or individual authorized to sign for beneficial owner)

\_\_\_\_\_  
Date (MM-DD-YYYY)

\_\_\_\_\_  
Print name of signer



**KENNESAW STATE**  
**UNIVERSITY**  
OFFICE OF FISCAL SERVICES

**Honoraria Eligibility Certification**  
**Tax Year Ending December 31, 20\_\_**

Name \_\_\_\_\_ SSN/ITIN \_\_\_\_\_

I, \_\_\_\_\_ arrived in the United States bearing a B-1/B-2 visa, traveling under the Visa Waiver Program (VWP), or exempt from documentary requirements for entering the United States. I will perform the following academic services:

\_\_\_\_\_  
\_\_\_\_\_

I hereby certify to the following facts:

1. The services conducted are for the benefit of Kennesaw State University.
2. The activities at this institution will last no more than nine (9) days.
3. I have not accepted honoraria payments (including incidental expenses in the case of a B-2 visitor) from more than five (5) institutions or organizations in the past six (6) months.

Signed under penalties of perjury:

Signature \_\_\_\_\_

Date Signed \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_