

## **GENERAL GUIDELINES OF DOCUMENTS REQUIRED FOR PAYMENT OF SERVICE/AWARDS/PRIZES/SCHOLARSHIPS**

Consultants, independent contractors, other service providers, or prize/award recipients must complete or provide the appropriate forms listed below **prior** to the event/service being rendered. Time must be allowed to investigate each situation; therefore the department must contact the Business Office **prior to the event**. These forms will enable MSU to determine whether payment may be made. General guidelines are provided to determine which form(s) should be completed. A U.S. Social Security Number or ITIN must be provided to receive payment for any of the above list. A treaty exemption will not be allowed without either an ITIN or SSN. ***This list is GENERAL Guidelines and not all inclusive. Exceptions may apply and IRS requirement changes occur with little notice.***

### **Nonresident/Foreign/Canadian:**

*(Person who is not a U.S. citizen, Dual Citizen, or Permanent Resident of the U.S.)*

#### Foreign National Information Form (FNI)

Must attach copies of I-20, I-94, U.S. Social Security Card & passport (Canadians are not required to have a passport).

In order to process payment, your status must be one that allows payment for service.

Depending on the results of FNI, you may need to complete these additional forms:

8233 & withholding exemption	<b>OR</b>
W-9 (generally longer than 5 years in US)	<b>OR</b>
W-8 BEN certificate of foreign status	

### **Permanent Resident:**

*(Person holding a Permanent Resident/Resident Alien Card/ Green Card)*

#### W-9 Form & Foreign National Info Form (only pertinent information)

Must attach a copy of the front & back of your green card (Resident Alien card)

### **Dual Citizens:**

#### W-9 Form

Must have copy of birth certificate/passport or other document which will provide proof of dual citizenship.

### **U.S.Citizens:**

#### W-9 Form

Questions concerning forms/requirements:

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Questions concerning payment :

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