

3.) Payment for Services to Foreign National Individual who does not possess a SSN or ITIN

Required documentation and Forms: *Individual Reimbursement Form*

http://finance.tamu.edu/fmo/ir/forms/ind_reimbursement.pdf , *Certificate of Foreign Status Form*, itemized expenses and receipts, legible copies of I-94 and passport with visa stamp and forms listed by GLACIER.

- a) Department issues invitation to the individual specifically clarifying receipt retention requirements and informing the individual to expect contact from FMO.
- b) Department Requests GLACIER password for individual by e-mail.
- c) Password issued by AP to Foreign National Individual's via email.
- d) Individual provides his/her information in GLACIER and selects "Would like to apply for SSN" if applicable.
- e) Department contacts FMO and faxes legible copies of visa, passport, I-94, W-7, and DS-2019 (if applicable) to AP 979-458-4276 PRIOR to printing GLACIER forms and PRIOR to the individual leaving the U.S.
- f) AP reviews GLACIER record and faxed document copies and will override any applicable HOLDS.
- g) AP notifies department when review is complete and instructs department to proceed with printing GLACIER forms.
- h) Department has the individual print, sign and date all applicable GLACIER forms.
- i) Department instructs the individual to take this packet to IFSS *NOTE: original travel and identifying documents will need to be presented to acceptance personnel at IFSS.*
- j) IFSS makes required copies for their files and returns the original packet to the department via campus mail or by giving the packet back to the individual to hand carry back to the department.
- k) Department receives packet back from IFSS.
- l) Tax Treaty Eligibility Determination is made by GLACIER and confirmed by AP.

- m) If the individual is not eligible to claim Tax Treaty benefit, no tax treaty benefit exists or they decline Tax Treaty benefits: : *The individual will have 30% tax withheld or the department must make the 30% tax payment on behalf of the individual (this is known as “grossing up” the tax payment*
- n) Department must set up Individual as Vendor in FAMIS by having the individual complete a *Certificate of Foreign Status* form or W- 9 (if appropriate) and faxing to FMO Vendor Set up contact as indicated on this form.
- o) Department creates a PR-Purchase Requisition in AggieBuy.
- p) Department, using the PR, completes the Individual Reimbursement Form, and attaches it with GLACIER Forms and copies of documents, including original receipts, to the Packet. Scans the entire packet for their records and attaches it to the PR in AggieBuy and submits.
- q) Accounts Payable receives entire packet with payment request and certifies any 8233 Forms.
- r) IFSS receives ITIN and forwards it to Accounts Payable. Accounts Payable forwards a copy to the department so they can send the number to the individual.