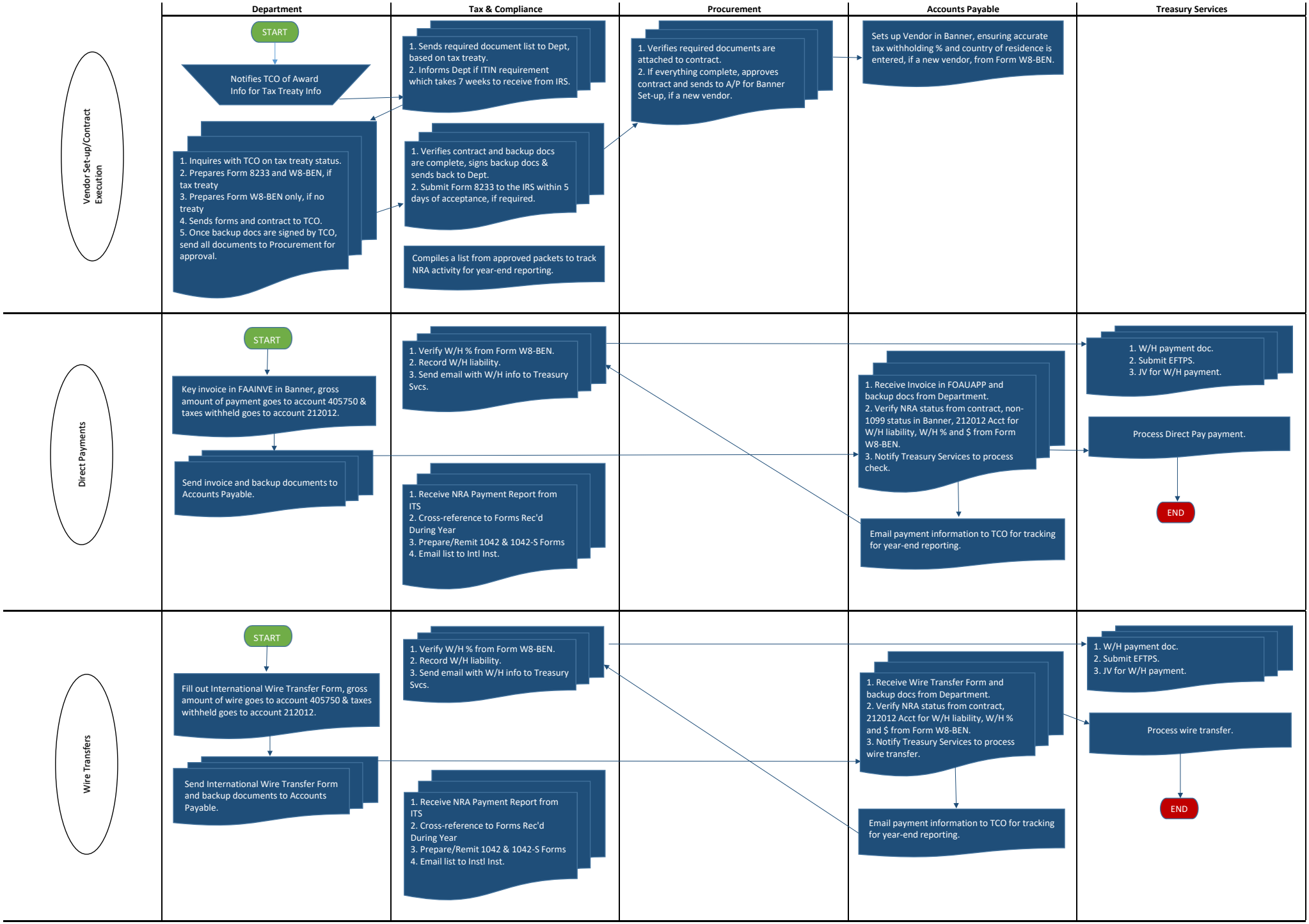
Department
Tax & Compliance
Procurement
Accounts Payable
Treasury Services
Vendor Set-up/Contract Execution
START
Notifies TCO of Award Info for Tax Treaty Info
1. Inquires with TCO on tax treaty status.
2. Prepares Form 8233 and W8-BEN, if tax treaty
3. Prepares Form W8-BEN only, if no treaty
4. Sends forms and contract to TCO.
5. Once backup docs are signed by TCO, send all documents to Procurement for approval.
1. Sends required document list to Dept, based on tax treaty.
2. Informs Dept if ITIN requirement which takes 7 weeks to receive from IRS.
1. Verifies contract and backup docs are complete, signs backup docs & sends back to Dept.
2. Submit Form 8233 to the IRS within 5 days of acceptance, if required.
Compiles a list from approved packets to track NRA activity for year-end reporting.
1. Verifies required documents are attached to contract.
2. If everything complete, approves contract and sends to A/P for Banner Set-up, if a new vendor.
Sets up Vendor in Banner, ensuring accurate tax withholding % and country of residence is entered, if a new vendor, from Form W8-BEN.
Direct Payments
START
Key invoice in FAAINVE in Banner, gross amount of payment goes to account 405750 & taxes withheld goes to account 212012.
Send invoice and backup documents to Accounts Payable.
1. Verify W/H % from Form W8-BEN.
2. Record W/H liability.
3. Send email with W/H info to Treasury Svcs.
1. Receive NRA Payment Report from ITS
2. Cross-reference to Forms Rec'd During Year
3. Prepare/Remit 1042 & 1042-S Forms
4. Email list to Intl Inst.
1. Receive Invoice in FOAUAPP and backup docs from Department.
2. Verify NRA status from contract, non-1099 status in Banner, 212012 Acct for W/H liability, W/H % and $ from Form W8-BEN.
3. Notify Treasury Services to process check.
Email payment information to TCO for tracking for year-end reporting.
1. W/H payment doc.
2. Submit EFTPS.
3. JV for W/H payment.
Process Direct Pay payment.
END
Wire Transfers
START
Fill out International Wire Transfer Form, gross amount of wire goes to account 405750 & taxes withheld goes to account 212012.
Send International Wire Transfer Form and backup documents to Accounts Payable.
1. Verify W/H % from Form W8-BEN.
2. Record W/H liability.
3. Send email with W/H info to Treasury Svcs.
1. Receive NRA Payment Report from ITS
2. Cross-reference to Forms Rec'd During Year
3. Prepare/Remit 1042 & 1042-S Forms
4. Email list to Instl Inst.
1. Receive Wire Transfer Form and backup docs from Department.
2. Verify NRA status from contract, 212012 Acct for W/H liability, W/H % and $ from Form W8-BEN.
3. Notify Treasury Services to process wire transfer.
Email payment information to TCO for tracking for year-end reporting.
1. W/H payment doc.
2. Submit EFTPS.
3. JV for W/H payment.
Process wire transfer.
END