

Foreign Individual Vendor Request Form

Department Administrator Instructions

This form is for use by local departments to assist in setting up a foreign individual in the Oracle Vendor database. It does not need to be retained in the local department or sent to the NRA Tax Office. *Departments should update the bottom section with their local address and contact information.*

This form contains SSN/ITIN data that is considered high risk confidential information – departments should properly safeguard this form when in use and properly shred this document when no longer needed.

Foreign Individual Section

In order to set you up as a payment recipient for Harvard University, please complete the information below:

Please note that all fields are REQUIRED.

1. Your Name:

First: _____ Middle: _____ Last: _____

2. Your Identification Number:

SSN or ITIN (if none, enter N/A):

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3. Your Mailing Address:

US Address: _____

City: _____ State: _____ Zip Code: _____

Foreign/Permanent Address: _____

City: _____ Postal Code: _____ Country: _____ Province: _____

4. Your Preferred Email:

Email Address: _____

Please return this document to:

**Harvard University
Department of Mathematics
1 Oxford Street, SC 323
Cambridge, MA 02138**

Next Steps:

After your information is entered into Harvard's payment system, you will receive an email from support@online-tax.net with the subject line "Payments from Harvard University". The email will contain login information to GLACIER, an online tax compliance program. You will need to login, complete the program, and return the completed forms along with copies of your visa documents to Harvard in order to receive payments.

Visa Information

(Please check one)

- B-1
- B-2

All B visa holders certify that they meet the following criteria to receive reimbursement/payment from Harvard University:

- The academic activity at Harvard is not lasting longer than 9 days
- You haven't received similar payments from more than 5 other institutions during the previous 6 months.

- WB
- WT
- F-1 (Written permission to reimburse/pay needs to be provided)
- J-1 (Written permission to reimburse/pay needs to be provided)
- H-1B *
- O-1 *
- Other: _____

Visa Start Date: _____ Visa End Date: _____

Visa sponsored by
(if applicable): _____

* Harvard is not permitted to pay honorarium or reimbursement to these visa holders. In limited circumstances, Harvard may make payment or reimbursement via the visa holder's sponsoring institution. Contact Anna Kreslavskaya (kreslavs@math.harvard.edu) or Andrea Patino (apatino@math.harvard.edu) for more information.

You will be responsible for logging into GLACIER, completing the program, printing the Tax Summary and providing the forms to the NRA Tax Group in order for the Mathematics Department staff to process your reimbursement/payment request. GLACIER should not be filled out more than 30 days prior to entering the US.

If you have any questions regarding this form, the information you need to submit in GLACIER, or tax related questions regarding your payment/reimbursement please contact Harvard University Nonresident Alien Tax Compliance office at 617-495-8500, option 5 or by email at nratax_ufs@harvard.edu.

Signature: _____