



TAMIU International Visitor Procedures: Payments to Foreign Non-Employees for Services

When a faculty member/staff would like to host a visiting scholar and provide compensation, follows the steps below:

Required Departmental Steps		Further Details	Contact Office
Step 1:	Before the visiting scholar and/or department secures travel arrangements and issues an official invitation, the department must complete the International Visitor Request Form with the assistance of the foreign national, attach the visitor's CV, and route for approvals to Dept. Head, Dean, appropriate VP, export control empowered official (Dr. John Kilburn), and BPFA.	<ul style="list-style-type: none"> -Approval offices will review the documents and forward appropriately, and the fully approved or rejected forms will be sent back to the inviting department by BPFA. -BPFA rejects requests if the services that will be performed constitute employment under payroll or employment law. This means the visitor must be hired as an employee in order to be paid by TAMIU. BPFA also rejects requests due to lack of funding and if the individual is not willing to obtain proper immigration authorization 	BPFA - ext. 2371 HR - ext. 2365 Your Dean/Director Approp. VP Export Control Office - ext. 3221
Step 2:	If a fully approved request form is sent back to your department, travel arrangements can be made and an official invitation can be issued. BPFA creates a record for your visitor in the GLACIER system (Nonresident Alien Tax Compliance program) using the e-mail provided and the visitor will receive an e-mail with instructions regarding information that must be provided via GLACIER online. Once the visitor completes GLACIER, BPFA will notify your department regarding required nonresident incomes tax, if applicable, and the department will decide whether or not the tax will be grossed-up.	<ul style="list-style-type: none"> -BPFA will also advise the department whether the visitor should complete a Form W-9 or Certificate of Foreign Status in order to be set up as a vendor in FAMIS. 	Dean/Director VP BPFA- ext. 2371 HR - ext. 2365
Step 3:	Please ask the contractor to complete/sign a Form W-9 or Certificate of Foreign Status, as advised by BPFA. Submit the returned form to AP (Ms. Queta Romanos) and BPFA (Christy Martinez) for vendor set up in FAMIS. Once the visitor is set up as a vendor in FAMIS and you are ready to issue payment, the department should submit an "L" or "R" in FAMIS for payment processing.	<ul style="list-style-type: none"> -For payments under \$5,000, submit an "L" or limited document for payment (screen 240). For payments over \$5,000, submit an "R" or requisition for payment (screen 250). 	BPFA - ext. 2371 AP - ext. 2147 and ext. 2148
Step 4:	The following forms should be provided to the visitor for signature upon arrival to TAMIU: (1) an Independent Contractor Agreement completed by dept. with the same details as the International Visitor Request form, (2) a 1099/1042-S Misc. Agreement form, and (3) Direct Deposit Authorization form, if necessary, or bank details for wire transfer to foreign bank	<ul style="list-style-type: none"> -Direct Deposit Authorization form should be submitted by new vendors and by existing vendors to update bank information. For wire transfer to foreign bank, contact Mary Hernandez for bank details required. 	BPFA - ext. 2371 AP - ext. 2147
Step 5:	Once documents are signed by visitor and "L" or "R" is submitted, the following packet should be sent to BPFA: (1) the fully executed Independent Contractor Agreement, (2) the signed 1099/1042-S Misc. Agreement form, (3) Direct Deposit Authorization form (if applicable), (4) back up documentation (i.e. invitation letter, travel receipts, sub-agreement, etc.) and (5) FAMIS screen 241 or 250.	<ul style="list-style-type: none"> -BPFA will review final packet and submit to AP or Purchasing for payment processing. 	BPFA - ext. 2371 AP - ext. 2148 Purchasing - exts. 2350 & 2351