

Paying Foreign Vendors, Visitors or Non-Alien Residents


How do things get started

Step 1: Contact the International Tax Coordinator in the Office of International Program and Services well in advance before contracting the service. The contact phone number is 3-2969. He/She will explain the immigration laws, responsibilities of the department and how to complete payment requests.

Step 2: Visit the OIPS Home website at <http://oips.gmu.edu> to obtain the required tax forms.

Step 3: Complete an appropriate payment request form (such as check request, purchase requisition, scholarship request, etc.). The forms are located at <http://fiscal.gmu.edu> .

If the payment is for contractual services and over \$2000, a purchase requisition/ purchase order is required. Obtain the authorized signature for the Fund/Org to be charged and attach appropriate supporting documentation (statement of work, draft contracts, etc.)

Step 4: Send the completed request package to the Tax Coordinator for review and appropriate tax calculations . The mail stop number is 4C3. After processing the request packet, the Tax Coordinator will forward on to Accounts Payable for payment.

Step 5: Once approved, the tax coordinator mails the payment request/ invoice to Accounts Payable or Purchasing to process. The payment will be released according to the Prompt Pay Act:

“... thirty calendar days after the receipt of a proper invoice, or thirty days after the receipt of goods or services, whichever is later.”

Step 6: Should you have any question about payment status, please contact the Accounts Payable & Purchasing Office at 3-2580.



Important: It is the department's responsibility to ensure the request packet is sent directly to the International Tax Coordinator. Departments will be responsible for any tax withholding if erroneous payments are made as a result of bypassing the International Tax Coordinator.