

# Checklist for Payment of Non-Employees

Individual's Name: \_\_\_\_\_

Purpose for Visit: \_\_\_\_\_

\_\_\_\_\_

Dates of Visit: \_\_\_\_\_

## U.S. Citizen:

- If U.S. Citizen, did I provide W-9 form to individual and the completed (signed) form to the General Accounting Department?

## Non-U.S. Citizen:

- If foreign national, did I provide individual with "Foreign National Information Form?"
- Did individual return completed (signed) information form to me along with the appropriate attachments?
- Did I provide a legible copy of the completed (signed) "Foreign National Information Form" and appropriate attachments to the General Accounting Dept.?
- Did the General Accounting Dept. provide Form W-9 or Form W-8BEN, if applicable, to me for individual's signature?
- Did I provide the W-9 or W-8BEN to the individual for his signature?
- Did individual return signed W-9 or W-8BEN to me and did I forward it to the General Accounting Dept.?