

**Template Cover Memo to Non-U.S. Citizen  
Reimbursement of Expenses Only**

**Fax the foreign individual the following memo, along with the Foreign National Information Form (4 pages). Please use SAIC letterhead for the memo.**

DATE:

TO:

FROM:

**SUBJECT: FOREIGN NATIONAL INFORMATION FORM - INFORMATION  
REQUIREMENT FOR PAYMENT OF EXPENSES**

In order to maintain compliance with U.S. Internal Revenue Service guidelines, specific information is required from you before we can reimburse any expenses in relation to services provided to NCI-Frederick under the SAIC-Frederick, Inc. contract. Attached is a "Foreign National Information Form" which must be completed in order to receive any type of payment. Please complete all questions on pages 1 and 2 of the form and provide copies of the applicable documents listed on page 3. Page 4 provides directions to assist you in completing the form. The completed forms can be faxed to my attention at \_\_\_\_\_.

Thank you for your cooperation in this matter. If you have any questions, please contact me at \_\_\_\_\_.