

# Foreign Vendor Document Requirements

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In the Notes & Attachments field of the vendor request, specify what payment type will be made to the vendor, e.g. scholarship/fellowship stipends, payment for services, purchase of products, etc.

**Required documents are dependent on the vendor's visa type.**

## **F-1 Visa**

- Current version of UH WH-1
- Copy of electronic I-94
- Copy of Passport ID page
- Copy of Visa page
- W-8BEN\*
- I-20

## **J-1 Visa**

- Current version of UH WH-1
- Copy of electronic I-94
- Copy of Passport ID page
- Copy of Visa page
- W-8BEN\*
- DS-2019

## **B Visa**

- Current version of UH WH-1
- Copy of electronic I-94
- Copy of Passport ID page
- Copy of Visa page
- W-8BEN\*
- DISB-45
- IRS Form 8233 (if performing services as independent contractor and claiming treaty benefits)

\*W-8BEN is not needed if the vendor is a Resident Alien (passed the IRS Substantial Presence Test on Section C of the WH-1).

## **Foreign Sourced Income:**

### **Payment for services performed outside of the United States**

- Current version of UH WH-1
- W-8BEN
- Foreign Source Memo