

Accounting Liaison for academic areas,

Step 2: After acti <</MC<</MC<</md <</M.31k8P39 Tm [(/md <</M.-4 37) (n)0.8 36 0 Tc 0 T2e8 (n)0.8c 0t TL 0.005 Tw 9.687 0 Td



Step 3: Department uses the information visitor provides to determine which process to follow for the non-payroll payment using the flow chart below.



- Attach W9 to A/R Request Form if applicable. W9 is required for new vendors, change of address and change of payee name, including payment requests for a reimbursement, award or prize.

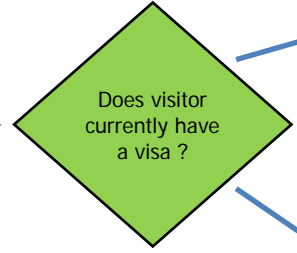
No



Step 4: Process for Non-Payroll Payment to a Foreign National  
Department will:  
1) Send visitor the Foreign National Information Form (FNI Form)\*. Visitor will complete form and provide a copy of the passport identity page and supporting documentation for the visa type.  
- NOTE: If visitor will obtain a visa, supporting documentation may be provided once the visitor is in the U.S.



Step 5: Department uses the information visitor provides to determine next steps in process for the non-payroll payment to a foreign national.



No



Step 6:  
1) Determine if visitor needs SMU to sponsor J1 visa. If J1 visa is needed, department contacts International Student and Scholar Services Office.  
2) E-mail FNI Form to [foreignationals@smu.edu](mailto:foreignationals@smu.edu)

Yes



Step 6:  
E-mail FNI Form to Foreign Nationals/Payroll at [foreignationals@smu.edu](mailto:foreignationals@smu.edu)



Step 7: Foreign Nationals/Payroll reviews FNI Form to determine if visitor's visa is eligible to receive payment.



Step 10: Foreign Nationals/

( 10or840.741 scn 602 T (S)3J -0.089.9 (n)-6.g6 (ON)-nc 0.003 Tw -2.53 Tw -2 [53.83(N)-8.1 (a)-1 (t)-5 (i)0.5 (o)239 Pals/