BOISE STATE UNIVERSITY

Procedures for Payments Made to or on Behalf of International Students, Visitors and Vendors

General Information

All payments made to or on behalf of an international visitor, student or vendor have potential tax considerations requiring special attention. Please allow additional processing time for transactions involving foreign visitors, vendors, and students.

If you would like additional assistance with your payments, you may contact Vidhya Viswanathan in Tax Reporting at taxreporting@boisestate.edu

Types of Payments Requiring Special Attention

Examples of payments to foreign visitors, students and vendors requiring special handling include but are not limited to:

- Stipends and fellowships
- Independent contractor payments
- Honoraria
- Travel payments for international visitors
- Travel payments for international students
- Royalty payments
- Direct vendor payments or P-card payments on behalf of international visitors or students
- Payments to U.S. agents representing international performers
- Payments to foreign agents or performers
- Payments to international vendors
- P-card payments to international vendors

All payments made to *or on behalf of* international students and visitors must comply with regulations established by the U.S. Citizenship and Immigration Services (USCIS).

NOTE: The University may be unable to make a payment (including expense reimbursements) to an international visitor if their visa does not allow such payments.

The information contained in this document applies to individuals classified by the USCIS as other than U.S. citizens or permanent residents (green card holders).

It is critical to determine if the visa classification and other circumstances related to the international visitor allow for payment of any kind. Do not pre-pay travel expenses for international visitors using a p-card or direct vendor payment without prior approval from Tax Reporting. Most travel payments for international visitors must be processed as expense reimbursements because verification of valid visa status and legal entry in the U.S. cannot be confirmed until after the visitor enters the country

NOTE: Individuals cannot pay international visitors with personal funds and then request reimbursement from the University.

Documentation Required

1. Travel Reimbursements - International Visitors

Visitors must be eligible to receive travel reimbursements based on visa status. Visitors should enter the U.S. in a **business** status, not tourist status. Please instruct your visitor of the business visit requirement. Travel reimbursements must conform to the Boise State travel policy to be exempt from tax reporting and withholding.

The following visitor documentation must be obtained prior to the international visitor's departure from Boise State:

- Copy of Passport (with picture)
- Copy of Passport stamp showing admittance and departure date for Boise State visit
- Copy of Visa – where applicable
- W-8BEN - contact **P2P_Payables@boisestate.edu** for assistance
- I-94
    - An I-94 is required for all visitors
    - The I-94 document may be obtained from the US Customs and Border Protection website https://i94.cbp.dhs.gov/I94/#/recent-search
    - **IMPORTANT** – The I-94 form must be printed prior to the visitor's departure from the U.S.
    - The Department of Homeland Security only allows an individual to print his or her I-94 form unless the individual gives consent to have a third party print the document
- Individuals who are present in the U.S. in a status other than Visa Waiver or B1/B2 may be required to present additional documents. Please contact Tax reporting for assistance

2. Honorarium Payments – International Visitors

Visitor must be eligible to receive honorarium payments based on visa status and American Competitiveness and Workforce Improvement Act (ACWIA) of 1998 requirements. The ACWIA requirements are:

- Visitor must be present under a B-1 visa or WB waiver for business
- Payment must be for "usual academic activity" defined as lecturing, teaching, sharing knowledge, attending meetings of boards or committees
- Activity must last no longer than 9 days at a single institution
- Individual may not accept honoraria from more than five institutions within a six-month period.

Please confirm with your visitor that they are able to meet the ACWIA requirements prior to committing to an honorarium payment.

All payments of honorarium require tax reporting and potentially tax withholding. Boise State uses a third-party database called GLACIER for tax reporting purposes. Individuals who receive honorarium payments will be required to complete a GLACIER tax record (see GLACIER information below).

Documentation requirements for honorarium payments:

- Copy of Passport (with picture)
- Copy of Passport stamp showing admittance and departure date for Boise State visit
- Copy of Visa – when applicable
- W-8BEN - contact P2P_Payable@boisestate.edu for assistance
- I-94
    - An I-94 is required for all visitors
    - The I-94 document may be obtained from the US Customs and Border Protection website https://i94.cbp.dhs.gov/I94/#/recent-search
    - **IMPORTANT** – The I-94 form must be printed prior to the visitor's departure from the US
    - The Department of Homeland Security only allows an individual to print his or her I-94 form unless the individual gives consent to have a third party print the document
- Certification of Academic Activity (produced by GLACIER)
- Tax Summary Report (produced by GLACIER)
- Form 8233 for individuals eligible to claim a tax treaty (produced by GLACIER)

Glacier

All international visitors who receive honorarium payments, fee for service or taxable travel payments must complete a GLACIER tax record. International students who receive taxable travel, scholarship, or fellowship payments must also complete a GLACIER tax record. All international employees must also complete a GLACIER tax record.

GLACIER is an on-line tax compliance software used to make tax residency and income tax treaty determinations. Payment will not be made before a **GLACIER** record for the international visitor or student is completed.

How to set up a Glacier Record

- Email Vidhya Viswanathan at taxreporting@boisestate.edu
- Include visitor name and email address
- If payment is made to a Boise State student, provide name and student ID number
- The student/visitor will receive an email request from support@online-tax.net with log in information and instructions to complete the record.
- The visitor completes the record, prints the **GLACIER** reports and tax forms and signs where indicated.
- All reports and documents are sent to Vidhya Viswanathan in Tax Reporting. Instructions are included in the GLACIER documentation. Documents may also be sent via email if sent directly from the individual completing the GLACIER record.

Taxes

Generally, the following types of payments to international students, visitors and vendors will have tax withheld:

- **Fees for service and honorariums when activity is conducted in the U.S. -** subject to 30% tax withholding
- **Travel expense reimbursements** that do not conform to Boise State travel policy - subject to 30% tax withholding
- **Performance fees paid to third parties (U.S. or foreign) representing international individuals/groups -** subject to 30% tax withholding
- **Scholarship payments -** are subject to 14% tax withholding for international students under F, J, M or Q status; 30% tax withholding for international visitors or students under all other visa categories
- **Payments for license agreements** (software, access to data, etc.) - subject to up to 30% tax withholding
- **Payments for online services, if service performed inside the U.S. or vendor's server is located in the U.S. –** subject to 30% tax withholding
- **Royalty payments** (for use of artwork, music or other copyrighted material) - subject to up to 30% tax withholding
- **Prizes or awards** (cash and non-cash, no de minimus amount) - subject to 30% tax withholding

Additional Information

Payments to Foreign Vendors

A W-8 (there are several types of W-8s) form is required for all foreign vendors. Do not request the Vendor Information Form (VIF) from a foreign vendor. Please submit requests through Payment Works to obtain a W-8 form for a foreign vendor or email P2P_Payables@boisestate.edu for assistance.

Payments to Third Party Vendors:

Payments to third party vendors (i.e. airline, hotel, conference vendors) on an international student or visitor's behalf are considered a payment directly to the international student or visitor. Immigration documentation from the visitor is required and must be obtained prior to payment. On rare occasions, third party payments may be made on a student or visitor's behalf. These payments must be approved by the Tax Reporting department prior to making a payment. Please contact Tax reporting or send an email to taxreporting@boisestate.edu.

Job Candidates

International individuals who enter the United States for the purpose of a job interview may be reimbursed for expenses. Please see the Candidate Expense Form on the University Forms and Documents web site.

There will be no tax withholding or reporting as long as no services to Boise State University are performed by the candidate during their visit. Expenses must also comply with Boise State travel policy and the payment request (along with all supporting documentation) must be submitted within 60 days of the visit.

Travel Expenses - International Students

Paying for international student travel expenses may be considered a taxable payment to the student. The purpose of the travel will determine whether or not the payment is subject to tax.

Departments paying travel expenses for student employees where the travel is directly related to the student's job duties should work with Learning Opportunities.

If the payment is determined to be a scholarship, the student will be required to complete a GLACIER **record. The GLACIER record must be completed prior to** any travel expenses being paid directly to the student or paid on behalf of the student (i.e. direct vendor payment or p-card payment).

P-card Payments to Foreign Vendors

Departments should contact Tax reporting prior to making any payment to a foreign vendor using a p-card. The nature and location of the transaction will determine the tax reporting and withholding requirements. Vendors may be required to complete a W-8 form prior to a P-card payment. There is no way to withhold tax on a P-card payment. Departments who make a taxable payment using the P-card will be charged an additional 42.85% of the payment amount to cover tax withholding.