Foreign Individual Vendor Request Form

Foreign Individual to Complete:

In order to be paid by Harvard University, please complete the information below:

1. **Name*:** First: _____ Middle: _____ Last:_____

2. **U.S. Tax ID Number, SSN or ITIN*** (if none, enter N/A): __ __ __-__ __-__ __ __ __

3. **Foreign Tax ID Number**** (if none, enter N/A)**:** _____ **4. Date of Birth:** _____

5. **Mailing Addresses*:**

US Address: _____City**:** _____ State: _____ Zip Code: _____

Foreign/Permanent Address: _____ City: _____

Country: _____ Province (Canada only): _____ Postal Code: _____

6. **Email Address* (please provide a Harvard email address, if you have one):**

7. Email Address: _____ **8.** Harvard ID (if Harvard affiliate):_____

8. **Visa Type/Immigration Status*** (If you have no U.S. presence, please put "No Entry"): _____

* Required fields
**A Foreign Tax ID Number is required for tax treaty eligibility (if applicable) for certain types of income

Please return this document to:

> *<INSERT local department's return address and contact information in this space>*

Next Steps: You will receive an email from support@online-tax.net with the subject line "Payments from Harvard University." The email will contain login information to GLACIER, an online tax compliance program. You must log in to GLACIER, provide the information requested, and return the completed forms along with copies of your visa documents to Harvard in order to receive payments. Assistance with GLACIER can be found on our website http://nratax.oc.finance.harvard.edu/Glacier.