



THE CATHOLIC UNIVERSITY OF AMERICA

Foreign National Vendor Application Form

For **Services** performed **within** the United States or **Royalties** paid from the United States to Foreign Entities.

US Resident Aliens do not use this form. Please complete the Domestic Vendor Application Form.

Name of Business or Payee: _____

US Taxpayer Identification Number, if any: _____

Foreign Tax Identifying Number, if any: _____

Permanent Residence Address:

Street address: _____

City, town, state or province, and postal code if applicable: _____

Country (do not abbreviate): _____

Contact Name: _____

Telephone: _____

Website: _____

Email: _____

Mailing address (if different from above):

Street address: _____

City, town, state or province, and postal code if applicable: _____

Country (do not abbreviate): _____

Indicate type of entity: Individual ___ Corporation ___ Partnership ___ Government ___ University ___

International Organization ___ Tax-exempt Organization ___

Other (please describe) _____

Please complete the appropriate Internal Revenue Service Form.

[Links for Foreign Vendors to appropriate IRS Form](#)

You are **claiming a tax treaty withholding exemption for independent personal services.**

Example: honoraria paid to visiting professors, teachers, researchers and prominent speakers who reside in a country with which the US has a tax treaty. **This form must be completed annually. (Form 8233) <http://www.irs.gov/pub/irs-pdf/f8233.pdf>**

All other foreign nationals (including all royalty payees), complete the attached IRS Form based on your type of Organization. **These forms must be re-submitted whenever any of your information changes, or every three years, whichever is earlier.**

Foreign Individual or Foreign Corporation (**Form W-8BEN**)

<http://www.irs.gov/pub/irs-pdf/fw8ben.pdf>

Foreign Government, International Organization, Foreign Private Foundation and Foreign Tax-Exempt Organization as qualified under US tax rules (**Form W-8EXP**)

<http://www.irs.gov/pub/irs-pdf/fw8exp.pdf>

Foreign Partnership, Foreign Simple or Grantor Trust, and Intermediary (qualified or non-qualified) (**Form W-8IMY**) <http://www.irs.gov/pub/irs-pdf/fw8imy.pdf>

Foreign Owner of Income Effectively Connected to US Trade or Business (**Form W-8ECI**)

<http://www.irs.gov/pub/irs-pdf/fw8eci.pdf>

Payment Options:

Wire ___ ACH ___ Check ___

Conflict of Interest

- Are you or any officer, director, owner or partner in this company an employee of The Catholic University of America?
- Is an immediate family member of any of the above an employee of The Catholic University of America? (Immediate Family Member means an Employee's spouse, child (including adopted and step child), parent, parent-in-law, sibling, legal guardian, or household member.)
- Does any University employee have an ownership interest in your firm that exceeds 5%?
- If "Yes" to any of the above, please provide the names of the individuals involved. _____

I authorize this form to be provided to The Catholic University of America, who as a withholding agent, can disburse or make payments of the income of which I am the recipient, beneficial owner, or representative of the beneficial owner.

Signature

Date (MM-DD-YYYY)

Print Name

Mail or fax to:

The Catholic University of America
Attn: Accounts Payable, Leahy Hall, Room # 152
620 Michigan Ave, NE, Washington DC 20064

FAX: (202)319-5848
Telephone: (202)319-5041
Email: CUA-AP-VENDORS@cua.edu