

# Foreign Individual Vendor Request Form

## Department Administrator Instructions

This form is for use by local departments to assist in setting up a foreign individual in the Oracle Vendor database. It does not need to be retained in the local department or sent to the NRA Tax Office. *Departments should update the bottom section with their local address and contact information.*

**This form contains SSN/ITIN data that is considered high risk confidential information – departments should properly safeguard this form when in use and properly shred this document when no longer needed.**

## Foreign Individual Section

**In order to set you up as a payment recipient for Harvard University, please complete the information below:**

**Please note that all fields are REQUIRED**

### 1. Your Name:

First: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_

### 2. Your Identification Number:

SSN or ITIN (if none, enter N/A):

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### 3. Your Mailing Address:

US Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Foreign/Permanent Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_ Province: \_\_\_\_\_

### 4. Your Preferred Email:

Email Address: \_\_\_\_\_

### 5. Your Visa Type:

Visa Type *[If you are not entering the U.S., please put "No Entry"]*: \_\_\_\_\_

**Please return this document to:**

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

### Next Steps:

After your information is entered into Harvard's payment system, you will receive an email from [support@online-tax.net](mailto: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 will need to login, complete the program, and return the completed forms along with copies of your visa documents to Harvard in order to receive payments.