

# Foreign Individual Vendor Request Form

## 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):

--	--	--	--	--	--	--	--	--	--

### 3. Your Mailing Address:

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

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

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

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

4. Date of Birth: \_\_\_\_\_

### 5. Your Preferred Email:

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

### 6. Your Visa Type:

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

**By checking this box, you are indicating that you would like to apply for an ITIN and/or the US Tax Treaty.**

**By checking this box you are indicating that you do not want to apply for the US Tax Treaty (Harvard University is required to withhold 30% of payment on behalf of the IRS)**

7. Signature \_\_\_\_\_ Date \_\_\_\_\_

### **\*Next Steps if you already have an ITIN and/or want to apply for the US Tax Treaty\***

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.

### **Please return this document to:**

Harvard University Press      Fax to 617-496-3003  
Royalty Department  
79 Garden Street      or  
Cambridge, MA 02138  
USA