

Foreign Vendor Document Requirements

You must include what type of payment we are making when submitting all required documents

US Sourced Reimbursement OR Honorarium (Individuals):

US Sourced Income – Any reimbursement, honorarium, or compensation for services conducted in the United States.

GLACIER – In order to set an individual up for Glacier, we will need the visitor’s name and email address. The visitor will receive a username and password to log into Glacier.

The paperwork required is dependent on the foreign visitor’s visa status. See the requirements below for the appropriate documents necessary for vendor submission, based on the visitor’s visa.

(*Glacier*) – Denotes that the required form is provided by Glacier once the program has been completed

B Visa OR Visa Waiver Program

Reimbursement:

- [W-8BEN](#) (UMass Website)
- Copy of Passport
- Copy of Visa
- Copy of Entry Stamp/I-94
- [B-Certificate](#) (UMass Website)

From Foreign Visitor

Honorarium:

- Complete Glacier (Need individual’s email)
- W-8BEN (Glacier)
- Copy of Passport
- Copy of Visa
- Copy of Entry Stamp/I-94
- B-Certificate/Honoraria Statement (Glacier)
- Form 8233 (If provided by Glacier)

From Foreign Visitor

F-1 Visa

Reimbursement:

- [W-8BEN](#) (UMass Website)
- Copy of Passport
- Copy of Visa
- Copy of Entry Stamp/I-94
- I-20 Form
- Sponsor Letter (From visitor’s IPO Dept.)

From Foreign Visitor

Honorarium:

- Complete Glacier (Need individual’s email)
- W-8BEN (Glacier)
- Copy of Passport
- Copy of Visa
- Copy of Entry Stamp/I-94
- I-20 Form
- Sponsor Letter (From visitor’s IPO Dept.)
- Form 8233 (If provided by Glacier)

From Foreign Visitor

Faculty Candidate

- [W-8BEN](#) (UMass Website)
- Write “Faculty Candidate RMB” on the top of the form

J-1 Visa

Reimbursement:

- [W-8BEN](#) (UMass Website)
- Copy of Passport
- Copy of Visa
- Copy of Entry Stamp/I-94
- DS-2019 Form
- Sponsor Letter (From visitor’s IPO Dept.)

From Foreign Visitor

Honorarium:

- Complete Glacier (Need individual’s email)
- W-8BEN (Glacier)
- Copy of Passport
- Copy of Visa
- Copy of Entry Stamp/I-94
- DS-2019 Form
- Sponsor Letter (From visitor’s IPO Dept.)
- Form 8233 (If provided by Glacier)

From Foreign Visitor

ALL US Sourced Income (Individuals): You must contact Sean Martin (smartin@umass.edu) with the email address and name of the individual in order for the visitor to complete the Glacier Tax Questionnaire. Glacier will determine if an eligible tax treaty applies for a reduced tax withholding rate and/or which treaty is most beneficial for the service provided, if applicable. Please see the [Glacier Demo](#) for step-by-step instructions. UMass cannot help the individual complete Glacier. There are links to the Glacier online help located at the bottom of each page.

Foreign Sourced Income:

Foreign Sourced – Any activity, product, or service conducted abroad, outside of the United States.

Foreign Sourced

- [W-8BEN](#) (Individuals) OR [W-8BEN-E](#) / applicable W8 (Companies **MUST use the newest form of the W8**)
- [Foreign Source Memo](#)