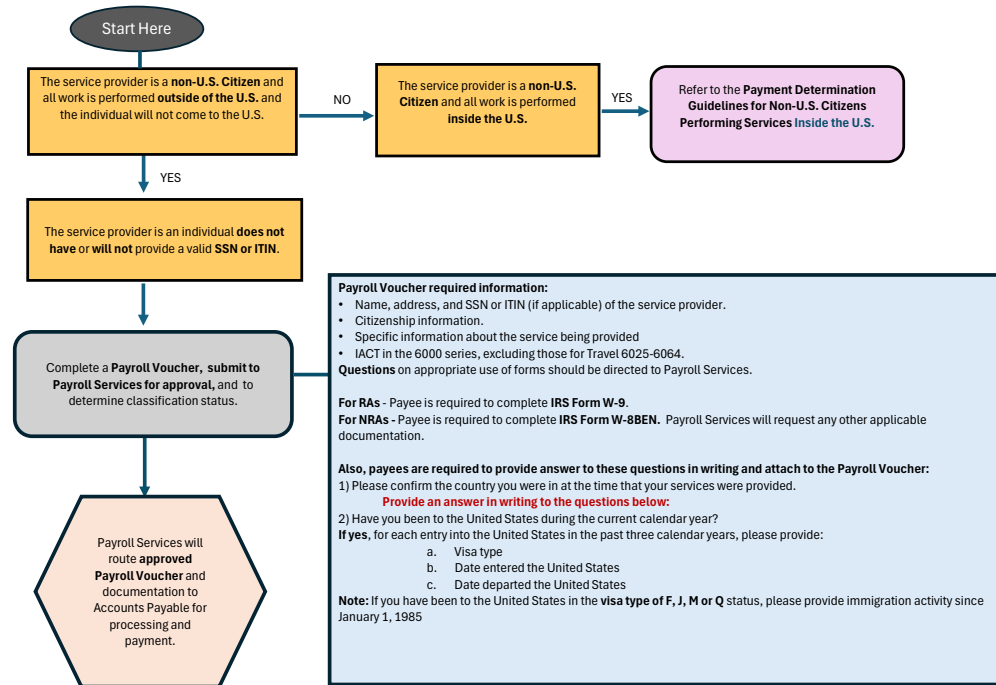


## Payment Determination Guidelines for Non-U.S. Citizens Performing Services Outside U.S.

A foreign person **may not be eligible to work** depending on immigration status. Must be approved by Payroll Services **before** service is provided.  
(Contact payroll-nra@uiowa.edu for assistance.)



**Helpful Links:**

**Payroll Services:**  
[Payroll Voucher Form](#)  
[Payroll Voucher Instructions](#)  
[IRS Form W-9](#)  
[IRS Form W-8BEN](#)  
[Compliance Statement](#)

**Purchasing, Accounts Payable & Travel:**  
[Professional Service Agreements \(PSAs\)](#)  
[Purchase Requisitions \(Preqs\)](#)  
[Sole Source Purchase Justification Form](#)

**Contact Information:**  
[payroll-services@uiowa.edu](mailto:payroll-services@uiowa.edu)  
[payroll-nra@uiowa.edu](mailto:payroll-nra@uiowa.edu) (non-U.S. Citizens)  
[workforce-operations@uiowa.edu](mailto:workforce-operations@uiowa.edu)  
[Purchasing, Accounts Payable & Travel](#)

**Key:**

**EAD** = Employment Authorization Card  
**FEIN** = Federal Employee Identification Number  
**ITIN** = Individual Tax Identification Number  
**NRA** = Non-resident Alien  
**Preq** = Purchase Requisition  
**PSA** = Professional Services Agreement  
**RA** = Resident Alien  
**SSN** = Social Security Number

