International Payment Voucher: A Step-by-Step Guide

Use the **International Payment Voucher** to request payment to a foreign person when:

- The payee does not have an SSN or ITIN, or
- All services were performed outside the United States, and the payee will not enter the United States.

Before beginning the form, gather the payee's personal and immigration information, service dates and details, payment amount, and the University accounting information to be charged.

The form is available in **Employee Self Service** under:
Human Resource System > HR Transactions > Payroll Forms

Step 1: Complete the Payment Intake Form

Complete a brief intake form to begin the process and advance to the workflow form. You will need the following information:

- Payee's First and last name
- Department
- Date payment is needed
- Payee's immigration status

Before a workflow form can be created, all required documentation must be attached. Documentation may include:

- W-8BEN
- W-9
- Copy of passport
- Written confirmation that services were performed outside the US
- ACH form
- Wire Transfer form

Step 2: Complete the Workflow Form

A workflow form is created based on the intake form. The following sections will need to be populated before the form can advance to departmental approvals.

Section A – Payee Demographics

Enter the payee's identifying and contact information, including:

- Payee's last, middle, and first name
- Date of birth
- Postal address
- Email address
- Vendor ID Number.

The form also includes a **Payee Is New** selection. Whenever possible, use the payee's complete legal name and current mailing address.

Section B – Payee Information

Answer the questions regarding the payee's relationship with the federal government and the University of Iowa, including whether the payee:

- Is a full-time federal employee
- Is primarily a University of Iowa student
- Is a University of Iowa employee
- Is a relative of the Project Director

Then provide the payee's

- Immigration Status
- Tax Residency Country
- Permanent Foreign Address

Section C – Departmental Contact Information

Provide the university departmental contact responsible for the payment request and select the appropriate department. The departmental contact should be someone who can answer questions about the payment or provide additional information if Payroll needs clarification.

If special handling is necessary, complete the Special Handling Instructions and Special Handling Notes fields.

Section D – Service Details

Enter the Beginning Date of Service and Ending Date of Service.

In the Description of Service(s) Provided field, briefly but clearly describe the work performed by the payee.

Provide enough detail for the nature of the payment to be understood rather than using a general description such as "services." Be sure to include where the service was provided.

Section E – Service Location and U.S. Presence History

Select the country where the services were performed.

Next, provide the requested information regarding the payee's U.S. presence. The form asks:

- Whether the payee has been present in the United States during the current calendar year.
- If not, whether they plan to visit the United States during the current year.
- All 3 questions are required and MUST be answered.

For applicable U.S. entries during the previous three calendar years, provide:

- Immigration status / visa type
- Date of entry into the United States
- Date of departure from the United States.

Important: If the payee has ever entered the United States in **F, J, M, or Q visa status**, the form requests a summary of immigration activity under those visa types dating back to **January 1, 1985**. Enter the applicable information in the written-response field.

Section F – Payment Details

Enter:

- The University of Iowa Accounting MFK to be Charged, and
- The gross payment amount.

Step 3: Review and Submit

Before submitting the workflow, review the form for completeness and accuracy. In particular, verify the payee's name and contact information, immigration and tax-residency information, service dates and location, U.S. presence history, accounting MFK, and payment amount.

Tip: Providing complete and accurate information when the form is initially submitted can help minimize follow-up questions and processing delays.