International Invoice Payment Flowchart

**Is this payment to a Non-U.S. person?**
- Yes ➔ **Does the vendor exist in Banner?**
  - No ➔ **Process through Accounts Payable**
  - Yes ➔ **Complete wire request form for Accounting**

**Does the vendor exist in Banner?**
- Yes ➔ **Contractor**
  - Obtain a W-8BEN from the person
- No ➔ **Employee**
  - Process through Payroll

**Contractor**
- Yes ➔ **Obtain a W-8BEN-E**
- No ➔ **Obtain a W-8XP**

**Employee**
- Yes ➔ **Obtain a W-8BEN-E**
- No ➔ **Section III must be completed**

**Entity**
- Yes ➔ **Entity claiming exemption based on foreign tax exempt org. - foreign private foundation, govt. of a U.S. possession**
- No ➔ **Entity claiming foreign status and also claiming treaty**

**Assemble package for General Accounting approval & submit**
- Yes ➔ **General Accounting places wire on Excel spreadsheet**
- No ➔ **Does Grants need to approve?**
  - Yes ➔ **Grant approves**
  - No ➔ **General Accounting submits to Tax for**
    - Yes ➔ **Approval Letter sent to A/P from Int'l Tax**
    - No ➔ **Wire Package submitted to Financial Reporting for**