

Accounting Liaison for academic areas, or to assigned Accounts Payable address for all other areas.

Step 2: After action is completed, the Accounting Liaison will be notified via email to the assigned Accounts Payable address for all other areas.

Step 3: Department uses the information visitor provides to determine which process to follow for the non-payroll payment using the flow chart below.

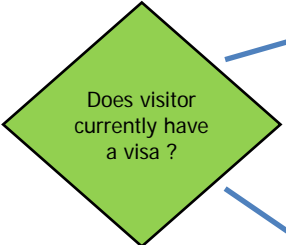


- Attach W9 to A/R Request Form if applicable. W9 is required for new vendors, change of address and change of payee name, including payment requests for a reimbursement, award or prize.

No

Step 4: Process for Non-Payroll Payment to a Foreign National
Department will:
 1) Send visitor the **Foreign National Information Form (FNI Form)***. Visitor will complete form and provide a copy of the passport identity page and supporting documentation for the visa type.
 - **NOTE:** If visitor will obtain a visa, supporting documentation may be provided once the visitor is in the U.S.

Step 5:
 Department uses the information visitor provides to determine next steps in process for the non-payroll payment to a foreign national.



No

Step 6:
 1) Determine if visitor needs SMU to sponsor J1 visa. If J1 visa is needed, department contacts International Student and Scholar Services Office.
 2) E-mail FNI Form to foreignnationals@smu.edu

Yes

Step 6:
 E-mail FNI Form to Foreign Nationals/Payroll at foreignnationals@smu.edu



Step 7: Foreign Nationals/Payroll reviews FNI Form to determine if visitor's visa is eligible to receive payment.



Step 10: Foreign Nationals/

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