**FOREIGN NATIONAL INFORMATION SHEET – CAL POLY POMONA**

All information completed on this form is held in strict confidence. This information is for tax purposes and compliance only.

**Name and Address**

Name (legal name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DBA (doing business as) (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Permanent Foreign Address:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

United States Address (if applicable):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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U.S. Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_ Work \_\_ Home \_\_ Cell

Type of Vendor:

\_\_ Individual (complete Page 2)

\_\_ Corporation, Partnership, Exempt Entity, Trust (complete Page 3)

**Individuals**

**Citizenship and Status**

Country of Citizenship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Country of Tax Residence (usually the same as Country of Citizenship): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please list your current immigration status: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current immigration status expiration date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note: If your current immigration status is listed below, you **must** provide a copy of the immigration documents below. If not received, payments will not be processed.

|  |  |
| --- | --- |
| F-1 Student | I-20, I-94 |
| J-1 | DS-2019, I-94 |
| B-1, B-2  | I-94 |
| Work Permit | Employment Authorization Card |

Do you have a U.S. tax identification number, which is either the individual taxpayer identification number (ITIN) or Social Security number (SSN)? \_\_\_ Yes \_\_\_ No

If yes, please write your ITIN or SSN. If you have both, please write your SSN:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If no, are you currently applying for a U.S. tax ITIN number with the IRS W-7? \_\_\_ Yes \_\_\_ No

**Project Description**

Please briefly describe the business transaction regarding this payment.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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When did you last enter the United States? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project start date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project end date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please proceed to Page 4.

**Corporations, Partnerships, Exempt Entities, Trusts**

Type of Entity (mark one):

\_\_ C Corporation \_\_ S Corporation \_\_ Partnership \_\_ Trust

\_\_ Government Agency \_\_ Exempt/Nonprofit Entity

\_\_ Other (please list): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Project Description**

Please briefly describe the business transaction regarding this payment.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Project start date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project end date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If not provided on the Vendor Data Record, please provide the US Tax EIN:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Effectively Connected Income**

If all of the following applies:

\* You are not a U.S. person.

\* You are the beneficial owner of the income or an entity engaged in U.S. trade or business.

\* Claim that the income is effectively connected with the conduct of a trade or business in the United States.

Then please provide a completed IRS W-8ECI with this form. You can download this form at [www.irs.gov](http://www.irs.gov).

Please proceed to Page 4.

**Your Time in the United States**

Please list all the times you have visited the United States, along with the visa (immigration status) you came with.

Example 1: A student arrives in the U.S. with an F-1 Visa from March 10, 2013.

|  |  |
| --- | --- |
| **Immigration Status (Visa)** | **Dates**  |
| F-1 | 2013-03-10 - present |

Example 2: A business visitor arrives in the U.S. in 2013, 2017, and 2018. Dates are listed below.

|  |  |
| --- | --- |
| **Immigration Status (Visa)** | **Dates**  |
| B-1 | 2013-06-10 - 2013-07-01 |
| B-1 | 2017-01-08 - 2017-01-12; 2017-02-24 - 2017-03-01 |
| B-1 | 2018-03-20 - present |

Example 3: An undocumented student first came to the United States on January 1, 1986, and obtained a work permit on October 19, 2016.

|  |  |
| --- | --- |
| **Immigration Status (Visa)** | **Dates**  |
| Undocumented | 1986-01-01 - 2016-10-18 |
| Work Permit | 2016-10-19 - present |

Please complete the table below.

|  |  |
| --- | --- |
| **Immigration Status (Visa)** | **Dates**  |
|   |   |
|   |   |
|   |   |
|   |   |
|   |   |
|   |   |
|   |   |
|   |   |
|   |   |
|   |   |
|   |   |

**Please continue to Page 5.**

**SIGNATURE REQUIRED**

*I declare that the information provided on this form is true and correct to the best of my knowledge. If any information changes, I will notify Cal Poly Pomona as soon as possible.*

Signature (TYPE if you are completing this form online) Date

We cannot process payment without this signature page.

 Due to security policy, we are no longer allowed to accept this form by email. Thank you.

Edward Shore, Tax Specialist

University Accounting Services, Bldg. 98 B1-113

Cal Poly Pomona

3801 W. Temple Ave

Pomona, CA 91768

Thank you for your time and cooperation!