

Foreign Individual Vendor Request Form

Department Administrator Instructions

This form is for use by local departments to assist in setting up a foreign individual in the Oracle Vendor database. It does not need to be retained in the local department or sent to the NRA Tax Office. *Departments should update the bottom section with their local address and contact information.*

This form contains SSN/ITIN data that is considered high risk confidential information – departments should properly safeguard this form when in use and properly shred this document when no longer needed.

Foreign Individual Section

In order to set you up as a payment recipient for Harvard University, please complete the information below:

Please note that all fields are REQUIRED

1. Your Name:

First: _____ Middle: _____ Last: _____

2. Your Identification Number:

SSN or ITIN (if none, enter N/A):

--	--	--	--	--	--	--	--	--	--

3. Your Mailing Address:

US Address: _____

City: _____ State: _____ Zip Code: _____

Foreign/Permanent Address: _____

City: _____ Postal Code: _____ Country: _____ Province: _____

4. Your Preferred Email:

Email Address: _____

5. Your Visa Type:

Visa Type *[If you are not entering the U.S., please put "No Entry"]*: _____

Please return this document to:

Mail

Systems Biology - Accounts Payable
200 Longwood Ave, WAB 536
Boston, MA 02115

Email

Senait Gebregiorgis:	senait_gebregiorgis@hms.harvard.edu
Michael Borst:	michael_borst@hms.harvard.edu
Danielle Hayes:	danielle_hayes@hms.harvard.edu

Next Steps:

After your information is entered into Harvard's payment system, you will receive an email from support@online-tax.net with the subject line "Payments from Harvard University". The email will contain login information to GLACIER, an online tax compliance program. You will need to login, complete the program, and return the completed forms along with copies of your visa documents to Harvard in order to receive payments.