How to Obtain/Apply for a Taxpayer Identification Number for Non-Resident Aliens (NRA) Receiving any payment from the UW-Madison

Does the Nonresident Alien (NRA) have a United States Taxpayer Identification Number (TIN)?

Note: The TIN can be (1) Social Security Number (SSN), (2) Individual Taxpayer Identification Number (ITIN), or (3) an Employer Identification Number (EIN).

Accounting Services → Payroll

No → Is the person being paid via Accounting Services or through Payroll?

Accounting Services → Payroll

Obtain the U.S. Taxpayer Identification Number and an IRS form W-8BEN for NonResident Aliens (NRA).


W-8BEN Form Available at: IRS web page at (http://www.irs.gov/).

Important Note: If a W-8BEN is not obtained the UW can still make a payment but we are required by the IRS to withhold 30% withholding from Nonresident Aliens (NRA).

Obtain the U.S. Taxpayer Identification Number and a form W-4 for NonResident Aliens (NRA).

Consult How to Obtain/Apply for a Taxpayer Identification Number for Nonresident Aliens (NRA) receiving any payment from the UW through Accounting Services flowchart.

Consult Payroll requirements web page under the section on “Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN)” to determine if you need to get an SSN or ITIN.

Obtain the U.S. Taxpayer Identification Number and a form W-4 for NonResident Aliens (NRA).

Consult How to Obtain/Apply for a Taxpayer Identification Number for Nonresident Aliens (NRA) receiving any payment from the UW through Accounting Services flowchart.

Take the original documents indicated in the Payroll application process web page and apply for an SSN at a Social Security Administration (SSA) office.

Social Security Administration Office (SSA): see (http://www.ssa.gov/pgm/reach.htm)

Consult How to Obtain/Apply for a Taxpayer Identification Number for Nonresident Aliens (NRA) Receiving Any Payment From The UW-Madison Through Payroll Flowchart.

Evidence must be provided to the UW paying department that a person has applied for the SSN through an SSA office. This can be either:

1) Completed application signed by or stamped as received by an SSA office.
2) A confirmation letter from an SSA office stating that the person has applied for an SSN.

The above evidence must be delivered or mailed to:

UW System (UWS) Service Center
21 North Park Street, Suite 5101, Madison, WI 53715.

Does the Nonresident Alien (NRA) have a United States Taxpayer Identification Number (TIN)?

First Time Vendors: For payees being paid for the first time by the UW, provide the U.S. Taxpayer Identification Number from the W-8BEN obtained in the preceding box.

Established Vendors: For payees that have been paid before by the UW, provide (1) a UW-Madison Vendor Number or (2) the U.S. Taxpayer Identification Number from the W-8BEN obtained in the preceding box.

Vendor Number Lookup: For Vendor numbers see (How to use vendor search in WISDM for SFS AP transactions).

The department making the payment must also write the TIN on the payment request form (PIR, DP, etc.) in the box labeled “Taxpayer ID# (SSN, EIN, ITIN).”

SSN → ITIN

Consult Payroll requirements web page under the section on “Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN)” to determine if you need to get an SSN or ITIN.