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).

- **Yes:** Obtain the U.S. Taxpayer Identification Number and an IRS form W-8BEN for NonResident Aliens (NRA).
  - **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).
  - Attach documents listed above to the payment request form (PIR, DP, etc.)

- **No:** Consult How to Obtain/Apply for a Taxpayer Identification Number for Nonresident Aliens (NRA) receiving any payment from the UW through Accounting Services flowchart.

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)."

**First Time Vendors:** For payees being paid for the first time by the UW, provide the U.S. Taxpayer Identification Number from the W8-BEN 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 W8-BEN obtained in the preceding box.

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

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.

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

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


**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).