

**Certification of Activity Outside of the United States**

(Activities other than employment)

Payments to non-U.S. persons for activities occurring outside the U.S. may have different tax withholding and reporting requirements. It is the responsibility of the paying department to notify Financial Management Services Tax Department (FMS-Tax) when a payee is in this situation. This information will allow FMS-Tax to determine the appropriate tax withholding and reporting obligations of the University on these payments.

Please complete the certification form and submit the required documentation when you have knowledge that activities are occurring outside of the United States.

1. VendorID	2. FIS DV# or EPIC Doc ID
3. Last Name	4. First Name
5. Citizenship Country	
6. Country where services will be performed	
7. Describe activity	
8. Expected beginning date of activity	_____ / _____ / 20____
9. Expected end date of activity -- If unknown, circle "Duration"	_____ / _____ / 20____ OR <u>Duration</u>
10. Department Name	
11. Department Contact Name (printed)	
12. Department contact email	

*I declare that I have examined the information on this form and to the best of my knowledge and belief it is true, correct, and complete.*

Department Fiscal Officer Signature	Date Signed
	_____ / _____ / 20____

Date Processed: \_\_\_\_\_

Processed by: \_\_\_\_\_

**Mail to: FMS-Tax, Poplars Bldg. Room 509, Bloomington**

*Last updated: September 21, 2006*