

Vendor Set-Up Requirements for Non-Harvard Employees Effective September 9, 2014

Who is considered a non-Harvard Employee: Temporary Employees External Post-Docs Less-Than-Half-Time (LHTs) Employees
Harvard Teaching Fellows Harvard Students Non-Employees or individuals not affiliated with Harvard

Vendor Type	Information Required
Individual - Non U.S. Citizen	<ul style="list-style-type: none"> • Name • Remit-to address • Permanent legal foreign address (if different) • If individual is entering the U.S., must know VISA type or select NA – Not Available.. If individual is not entering the U.S., select NE – No Entry. • Must have email address of individual when setting them up as a vendor – individual will receive an email from support@online-tax.net and needs to complete information in GLACIER; an online tax system, before their payment can be processed. Individual must send completed forms in GLACIER to Nonresident Alien Tax Compliance Office.
Individual - US Citizen or Permanent Resident	<ul style="list-style-type: none"> • Name • Remit-to address • Permanent legal address (if different) • Social Security Number (do not request via email) • Completed W-9 form with Vendor Request ID (Except as noted below) • W-9 forms are not required for Harvard students
Vendor - US US - Sole Proprietorship US Partnership LLC US Corporation	<ul style="list-style-type: none"> • Name • Remit-to address • Permanent legal address (if different) • EIN/Tax ID Number • Completed W-9 form with Vendor Request ID
Vendor - Foreign Non US Corporation Non US Partnership Non US Government Agency	<ul style="list-style-type: none"> • Name • Remit-to address • Permanent legal address (if different) • EIN/Tax ID Number (if applicable) • Completed W-8 form (if applicable) with Vendor Request ID

W-9 Forms may be found at: <http://www.irs.gov/pub/irs-pdf/fw9.pdf>
GLACIER: <http://www.online-tax.net>

W-8 Forms may be found at: <http://www.irs.gov/pub/irs-pdf/fw8ben.pdf>

Completed W-8 or W-9 forms should be faxed to UFS AP – 617-495-3600. Forms should have the vendor request ID on them and note in the vendor set-up comments section the date the forms were faxed to UFS AP. Mail the original W-9 Form to UFS AP at 1033 Massachusetts Avenue, 2nd Floor within 5 business days. Original Glacier documents and copies of required documentation (e.g., I-94, VISA, etc.) must be sent or delivered to Nonresident Alien Tax Compliance, 1033 Massachusetts Avenue, 2nd Floor. Failure to do so may have more taxes withheld than necessary.

Vendor Type	Description
Individual: US Citizen or US Permanent Resident	Includes Green card holders, students, fellows, independent contractors, and invited guests - Considered a 1099 vendor.
1099 Employee – Reportable Income	Employee with tax-reportable income that is earned while providing a service that is unrelated to job responsibilities.
Individual – Non-US Citizen	A non-US permanent resident individual - Considered a 1042S vendor.
Vendor – US - Sole Proprietorship	A type of business entity that is owned and run by one individual – considered a 1099 vendor.
Vendor – US Partnership LLC (Limited Liability Company)	A hybrid business entity having certain characteristics of both a corporation and a partnership or sole proprietorship - considered a 1099 vendor.
Vendor - US Corporation	Created under the laws of a state as a separate legal entity that has privileges and liabilities that are distinct from those of its members. Includes 501(3)(c) nonprofit, US colleges/universities.
Vendor –US Government Agency	An organization in the machinery of government that is responsible for the oversight and administration of specific functions.
Vendor – Non US Corporation	A corporation based outside of the US.
Vendor – Non-US Partnership	A partnership based outside of the US.
Vendor - Non-US Government Agency	Government agencies for countries outside the US.
Temporary Vendor	A vendor typically set up to receive a one-time REFUND payment. This type of payment is non-tax-reportable.

Vendor Set-Up FAQ	
General Guidelines	All vendor names should be in upper case and be 50 characters or less No punctuation except hyphens (e.g., K S M Interiors Incorporated – no periods)
New Address/Site Request	No paperwork required. If vendor is a Non U.S. Citizen with out of date visa information, this must be updated via GLACIER (see page 1) prior to the request being approved.
Reactivate Vendor	A new W-9 form must be faxed to UFS AP at 617-495-3600 when reactivating a vendor.