

FOREIGN TRANSACTION FORM

This form helps the University of Michigan Supplier Management Team classify payment type correctly and identify any IRS reporting requirements, ensuring IRS compliance with each payment made. University units should obtain this information from any supplier that is not a U.S. entity and to which the university is to make a payment for services or rent. Attach this completed form along with a Form W-8 (if appropriate) to the voucher or send it to the U-M Shared Services Center at foreign.supplier.reporting@umich.edu.

Transaction Purpose

1. This transaction is for royalties.
2. This transaction is for:
- a. Rental space/equip in the United States.
 - b. Services performed within the United States
 - c. Travel costs incurred within the U.S.
- Provide a supplier contact name and email:
3. This transaction is for:
- a. Goods
 - b. Services performed outside the United States
 - c. Rental space outside the United States
 - d. Travel costs incurred outside the U.S.
 - e. Refunds to a vendor
 - f. Conference fees

Next Step

Do not complete this form; complete the Royalty Foreign Transaction Form instead

Continue completing this form, and also request a W-8 from the supplier

Continue completing this form

Description of Payment (e.g. good (chemical, equipment), service (service of equipment), refund (tuition refund)):

Supplier Name:

Supplier #:

Dept Contact:

Voucher #:

Dept Phone:

Invoice # (if known):

Department Manager or Authorized Signer Printed

Department Manager or Authorized Signer Signature

Date