Foreign Resident Payment Request

User Guide
If you are a Foreign Resident, start at step 1 of this User Guide. If you are a U.S. Resident, refer to the U.S. Resident Payment Request User Guide.

1. From the SLAC Supplier Public Home Page, please click on the “User Registration” tile.
2. Choose and click the Foreign Resident Payment Request “Register Now” button.

Note: This option is for foreign residents requesting non-PO payments such as honoraria, stipends and travel reimbursements. You must have a bank account to register and are required to provide a completed IRS W-8 form (unless you are requesting a travel reimbursement).
3. Please disregard the type of entity you represent, as it is auto filled for you as “Business”. Click “Next”
4.

**Passport Number:** Input without dashes (e.g., 123456789A)

**Entity Name:** Input your legal name (e.g., Mark Jones)

**Entity Organization Type:** Based on the payment request, choose one of the following:
- **Travel** - Reimbursements for travel expenses that cannot be paid via Concur.
- **Stipend** - A stipend is given to support someone while undergoing training or learning and isn't considered compensation for work performed.
- **Honorarium** - A one-time gratuitous payment made as a gesture of goodwill and in appreciation to speakers or participants in special SLAC events.

**Under Profile Questions:**

**Box 1**-
- If you are a foreign resident and requesting an Honorarium or Stipend as a form of payment, click on the magnifying glass located on the right side of box 1 and select “Yes.”
  - Attach a completed [IRS (Internal Revenue Service) W-8 BEN form](https://www.irs.gov/individuals/foreign-persons) by clicking “Add attachment” in the Unique ID & Company Profile section.
- If you are a foreign resident and requesting travel reimbursement, click on the magnifying glass located on the right side of box 1 and select “Not Applicable.”
  - A W-8 BEN form is not required for travel reimbursement.

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*Operated by Stanford University for the U.S. Department of Energy*
How to add attachments:

- Select “Add attachment” in the Unique ID & Company Profile section.
- Select Upload
- Select Choose File and then select upload to attach the document
- To attach more documents select “+”
- To delete a row select “−”
Primary Address – Only the yellow highlighted areas below need to be completed.

- **Country**: Click the magnifying class next to the box labeled country and select the country that correlates with your address.
- **Address 1**: List your house number first followed by the name of the street. If you have an apartment number this will go at the end of your street address, but on the same line. Sometimes this will be referred to “Apt.”
- **City**: Provide the name of the City or province in which you reside.
- **Postal**: List your postal code
- **State**: Click the magnifying class next to the box labeled state and select the state that correlates with your address.
- **Email ID**: Enter your primary email address in this section. All notifications regarding this payment request will be sent to this email address, please ensure accuracy.

Click Next
6. Please click “Add Contact” to fill out your information and to create a User ID and password.

The User ID and the password is needed for you to access your profile to make necessary modifications and updates.

Only the yellow highlighted areas below need to be completed.

- Ensure the name provided matches the name on your bank account and W-8.
- **Password requirement:** minimum of 8 characters long, one capital letter, one number and one special character. You will need to create your own User ID and password to complete the Setup.
- **Telephone:** Include the Country code and area code in the telephone number. Example 55 - 21 - XXXX-XXXX.
- Click OK
- Click Next
7. If you do not need to make any changes to your “Contact Information” provided by you in #6 Click Next.
8. Only the yellow highlighted areas below need to be completed.

**Payment Preferences:**

- Check Enable Email Payment Advice
  - **Email ID:** Enter the email address where you want to receive payment notifications.

**For the field “Payment Method” Select Wire Transfer Only.**
Supplier Banking Information:

- **Country**: Select the Country your bank is located in.
- **Bank Name**: Insert the name of your banking institution.
- **Bank ID**: Leave Blank.
- **Bank ID Qualifier**: Populates automatically based on country selection.
- **DFI Qualifier**: Select SWIFT code or relevant DFI Qualifier code.

- **DFI ID**: Enter your bank SWIFT code number if selected 02 – Swift in the DFI Qualifier field. (Your bank institution will have this information)
- **IBAN**: Enter your bank IBAN number. (Your bank institution will have this information)
- **Bank Account Number**: Input your bank account number. You can also find your account number on your monthly bank statement.
- **Account Type**: Select from the drop-down list the type of account that correlates with the bank account number provided.
Bank Address

- **Country**: Click on the magnifying glass next to Country to select the country your bank account is held in.
- **Address 1**: List the street number for the banking institution first followed by the name of the street.
- **City**: Fill in the city for your banking institution.
- **Postal**: List your bank branch’s postal zip code
- **State**: Click the magnifying class next to the box labeled state and select the state that correlates with your bank address
- **Click Next**
9. Terms and Conditions

- Input the password you set up in Step 7.

- Click on the hyperlink “Terms of Agreement” to read the Terms of Agreement.

- Check ✓ “Select to accept the Terms of the Agreements below” box.

- Click “Review” to review the registration information.
• Click “Return”

• After reviewing and accepting the Terms of Agreement, click the “Submit” button to submit your registration.
10. Registration Submit Details

You should see the screen below if you have successfully submitted your application. Please save the image for your records. You will need your registration ID to log back into your account if changes or updates are needed.

![Registration Submit Details](image)

What Happens Next?

- Upon review and approval of this registration, SLAC will reach out to you for supporting documentation (if needed) to process your payment.
- The request will be paid after the supporting documentation is verified and payment is approved.
- Upon approval, an email notification will be sent to the email address you provided during registration) with payment details.

Questions?

Regarding travel reimbursements: Travel@slac.stanford.edu

Regarding Payment: ap@slac.stanford.edu

Regarding lost password or IT challenges: erp-support@slac.stanford.edu