International Invoice Payment Flowchart

Is this payment to a Non-U.S. person — Yes → **Does the vendor exist in Banner?**

No → **Process through Accounts Payable No Int'l documents needed**

Does the vendor exist in Banner? — No → **Individual**

Does the vendor exist in Banner? — Yes → **Complete wire request form for Accounting**

Individual

Contractor — Obtain a W-8BEN from the person

Employee — Process through Payroll — No

Contractor: Yes →

Entity

Entity claiming foreign status and also claiming treaty — Yes → Obtain a W-8BEN-E

Entity claiming exemption based on foreign tax exempt org. -foreign private foundation, govt. of a U.S. possession — Yes → Obtain a W-8XP

Section III must be completed

Complete wire request form for Accounting → **Assemble package for General Accounting approval & submit**

Assemble package for General Accounting approval & submit — Yes → **General Accounting places wire on Excel spreadsheet**

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General Accounting places wire on Excel spreadsheet → **Does Grants need to approve?**

Does Grants need to approve? — No → **General Accounting submits to Tax for**

Does Grants need to approve? — Yes → **Grant approves**

Grant approves → General Accounting submits to Tax for

General Accounting submits to Tax for — Yes → **Approval Letter sent to A/P from Int'l Tax**

Approval Letter sent to A/P from Int'l Tax — Yes → **Wire Package submitted to Financial Reporting for**