



Date:

The individual/payee first must fill out the attached Non-US Tax Compliance Notification Form, Form NRA-TXCOMP. Once its properly completed and sent back to our department, we will enter the individual into the system and the individual will receive an email with a link to fill out information on Sprintax. Once they fill out their information, they will have to print out the Tax Summary Report. The Tax Summary Report will list which documents the individual must send to us.

In addition, the following documents need to be filled out. Please see the link to access the form: [BCF Forms](#)

Checklist for Non-Resident Alien Forms

Form NRA-TXCOMP - Non-US Tax Compliance Notification Form

Form NRA-VH - Non-Resident Alien Visitor Honorarium Form

Form NRA-VHP - NRA Honorarium Payment Payroll Transmittal Form

Form NRA-AFF - Affidavit for Nonresident Alien Form

Form NRA-AC - NRA Affidavit of Compliance Form

Form W-8BEN - Certificate of Foreign Status

Department Signature

Date