INDIVIDUALS/SOLE PROPRIETORS:

Domestic Supplier using SSN – Required Forms:
- Supplier Information Form
- W-9
- Independent Contractor Checklist
- Contract

Domestic Supplier with EIN* - Required Forms:
- Supplier Information Form
- W-9
- Contract

*Sole Proprietors and Disregarded LLCs with EIN must also complete Independent Contractor Checklist

Foreign National/Non-Employee Performing Work Within US – Required Forms:
- International Supplier Form
- Foreign National Information Form for Non-Employees or FNIS Access Request Form
  (W-8 will be generated by Tax Department at Carnegie Mellon University)
- Independent Contractor Checklist
- Contract

Foreign National/Non-Employee Performing Work Outside US – Required Forms:
- International Supplier Form
- Foreign Source Income Form
- Independent Contractor Checklist
- Contract
- W-8BEN

ENTITIES/ORGANIZATIONS:

Domestic Supplier with EIN* - Required Forms:
- Supplier Information Form
- W-9
- Contract

International Suppliers Performing Work Within US – Required Forms:
- International Supplier Information Form
- W-8 (If treaty benefits apply, treaty benefits section must be completed)
- Contract

International Suppliers Performing Work Outside US – Required Forms:
- International Supplier Information Form
- W-8
- Contract
- Foreign Source Income Form

HONORARIUM:
Honorarium letter must be signed by the University Contracts Office. In addition, the following forms are required:

Domestic Recipient: W-9

Foreign National Performing Work Within US: Foreign National Information Form or FNIS Access Request Form

Foreign National Performing Work Outside US: Foreign Source Income Form and W-8