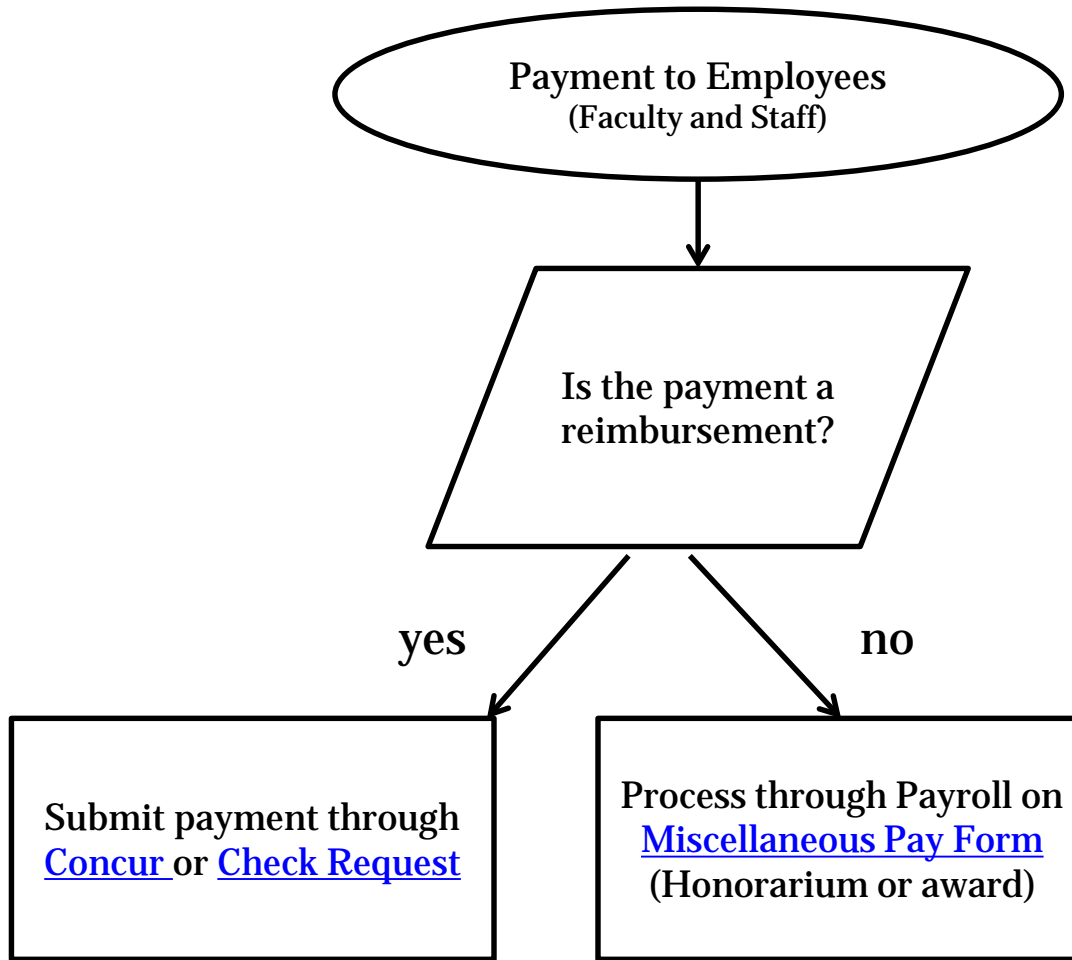


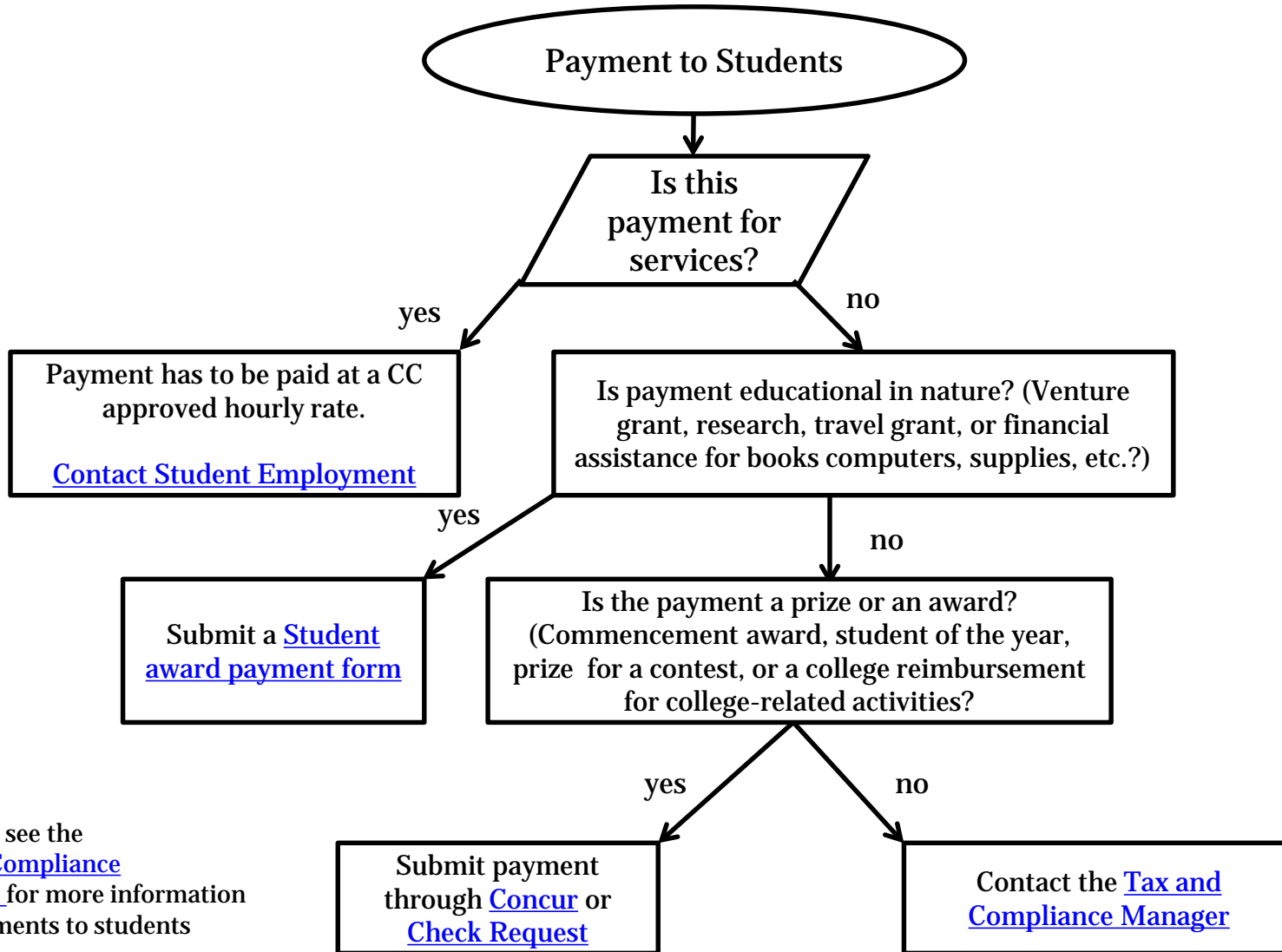


# COLORADO COLLEGE





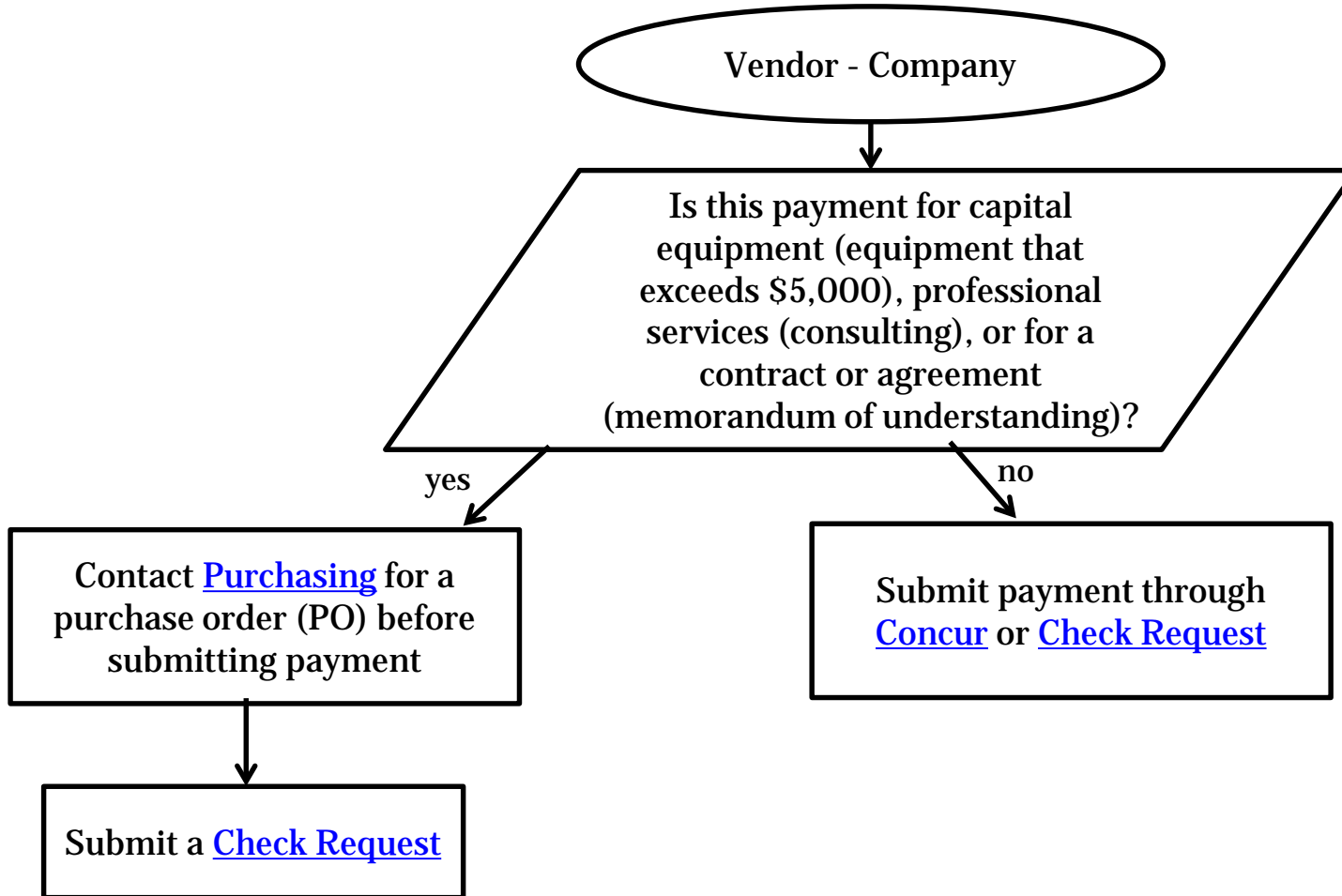
# COLORADO COLLEGE



\*Please see the [Tax & Compliance website](#) for more information on payments to students



# COLORADO COLLEGE



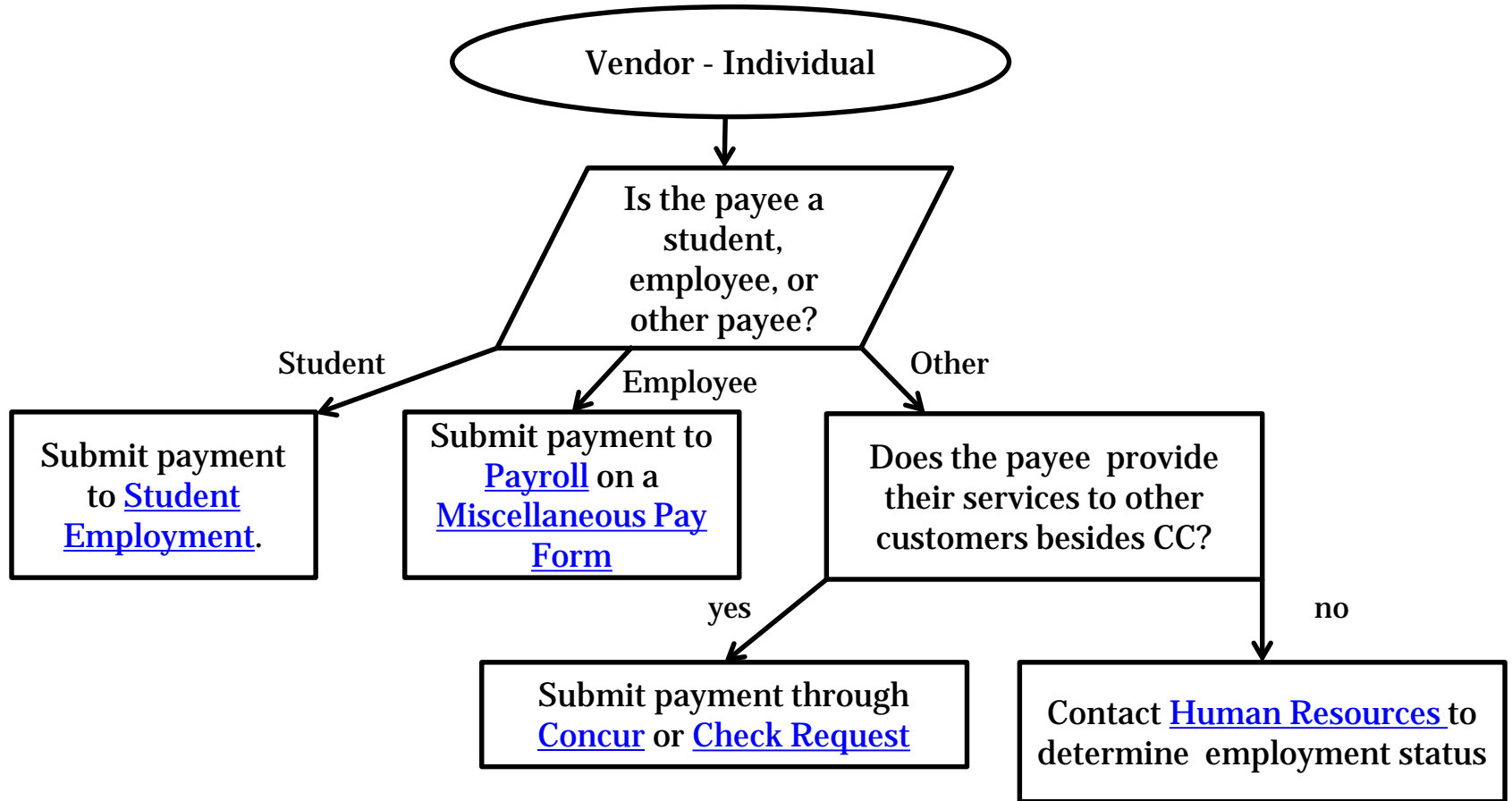
\*Payments against PO's can not be processed through Concur. Please see the [Purchasing website](#) for more information.

\*\*If payee is international, see international flowchart

\*\*\*All payments require a "W-9" or "W-8BEN" before payment can be processed



# COLORADO COLLEGE



\*If payee is international, see international flowchart

\*\*All payments require a "W-9" or "W-8BEN" before payment can be processed





# COLORADO COLLEGE

International Payees/Foreign Visitors

Is payee performing services on U.S. soil?

yes

no

Contact the [Office of International Programs](#) before bringing the visitor to campus.

Individual payee needs to meet with the [Tax and Compliance Manager](#) to determine payment process and any applicable tax withholding.

Vendor

Employee

Submit through [Concur](#) or [Check Request](#)

Contact [Human Resources](#)

Complete [Foreign Source Statement](#) and include with payment request through [Concur](#) or [Check Request](#)

\*Please see the [Tax & Compliance website](#) for more information on payments to international payees