**e-Reimbursement Non-Employee Profile Set-up Form**

**Please use this form to request an e-Reimbursement profile for an individual who:**

* Has never had a UW – Madison appointment; OR
* Is not a newly hired UW – Madison employee; OR
* Is a former UW – Madison employee whose appointment ended more than one year ago; OR
* Is a former UW – Madison employee prior to 10/01/2008 who now has an appointment at another UW – System campus.

***Note:*** *Use this form only for non tax-reportable reimbursements. Use the Payment to Individual (PIR) form for tax-reportable expenditures (e.g., honorariums, fees for service, etc.). See* [*Tax Reportable Payments*](http://www.bussvc.wisc.edu/acct/tax/TAXREPORTABLEPAYMENT083010.pdf)*.*

**Division Contact Name:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Non-Employee Information** | | | | | | | | |
| ***Note:*** *All non-employee address information is required. Forms with missing or incomplete information will be returned. Use only a full, legal name. Nicknames or aliases are not allowed. All payments to non-employees will be made by check.* | | | | | | | | |
| Last Name: | | | | | | | | |
| First Name: | | | | | | | Middle Initial: | |
| Address Line 1: | | | | | | | | |
| Address Line 2 (Indicate if N/A): | | | | | | | | |
| City: | | | | | Zip/Postal Code: | | | |
| State and/or Province: | | | | | Country: | | | |
| **Default Funding** | Dept ID: | | | Fund: | | Program: | | Project: |
| Date of First Travel Expense (e.g., date of airfare purchase): | | | | | | | | |
| Is this non-employee a U.S. Resident for Tax Purposes? | | Yes → | If yes, please supply the non-employee’s U.S. Taxpayer Identification Number [SSN, ITIN, or EIN][last four digits]: | | | | | |
| No → | If no, please complete the reverse side of this form [Additional Information Required for Profiles of Nonresident Aliens(NRA)]. | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Alternate Information** | | | |
| ***Note:*** *An alternate is a UW – Madison employee who is delegated to prepare and submit expense reports on behalf of the above non-employee. Only one alternate is required, but more may be added. All fields are required per alternate listed.* | | | |
| **Last Name** | **First Name** | **UW Empl ID** | **E-mail Address** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **Comments** |
|  |

|  |  |  |
| --- | --- | --- |
| **Additional Information Required for Profiles of Nonresident Aliens (NRA)** | | |
| **In checking the below boxes, the Division and/or Department verifies that each of the following requirements have been met:**  Copies of the supporting documents required for the Visa Type held by the Nonresident Alien (NRA)/non-employee have been obtained and will be retained at the department.  All of the original documents listed on this form for the Visa Type of Non-Resident Alien (NRA)/non-employee have been reviewed, and legible copies have been obtained (passport picture must be legible to identify the NRA).  Documents were reviewed for correctness, accuracy, and expiration dates per UW and Federal (Homeland Security and IRS) requirements. See an outline of the requirements at <http://www.bussvc.wisc.edu/howto/acct/requiredtx.html>.  ***Notes:***   * **Do not** send copies of documents to Accounting Services * **FOR CANADIANS ONLY:** Use a second form of picture ID in lieu of the I-94 when the visitor does not obtain an I-94. * See [I-94 Requirements](http://www.bussvc.wisc.edu/acct/policy/tax/I94%20REQUIREMENTS_043013_WEB.doc). | **Visa Type** | **Documents Required** |
| [H-1B](http://www.bussvc.wisc.edu/acct/tax/foreign/acimmtax.html) | * Passport (picture page only) * Paper copy of [Electronic I-94](https://i94.cbp.dhs.gov/I94/request.html;jsessionid=fVy4SMjQbvnvHrvF2GwGG1HJ1RbQLqbjmFy1HytCGb5ypfLm8ZMQ!-1588311864) * Homeland Security Stamp |
| [B-1/B-2](http://www.bussvc.wisc.edu/acct/tax/foreign/acimmtax.html) | * Passport (picture page only) * Paper copy of [Electronic I-94](https://i94.cbp.dhs.gov/I94/request.html;jsessionid=fVy4SMjQbvnvHrvF2GwGG1HJ1RbQLqbjmFy1HytCGb5ypfLm8ZMQ!-1588311864) * Homeland Security Stamp |
| [Visa Waiver Country](http://www.bussvc.wisc.edu/acct/tax/Visa_Waiver_Program.doc) | * Passport (picture page only) * Paper copy of [ESTA Authorization](https://esta.cbp.dhs.gov/esta/application.html?execution=e1s1) * Homeland Security Stamp |
| [F-1](http://www.bussvc.wisc.edu/acct/tax/foreign/acimmtax.html) | * Passport (picture page only) * Paper copy of [Electronic I-94](https://i94.cbp.dhs.gov/I94/request.html;jsessionid=fVy4SMjQbvnvHrvF2GwGG1HJ1RbQLqbjmFy1HytCGb5ypfLm8ZMQ!-1588311864) * I-20 |
| [J-1](http://www.bussvc.wisc.edu/acct/tax/foreign/acimmtax.html) | * Passport (picture page only) * Paper copy of [Electronic I-94](https://i94.cbp.dhs.gov/I94/request.html;jsessionid=fVy4SMjQbvnvHrvF2GwGG1HJ1RbQLqbjmFy1HytCGb5ypfLm8ZMQ!-1588311864) * DS-2019 |

**Instructions for Submitting the Form**

1. Complete the required information.
2. E-mail the form to your Divisional Business Office (Who is my [Division Coordinator](http://www.bussvc.wisc.edu/acct/TEWeb/divcoordcontactlist.html)?).
3. Await e-mailed response from Non-employee mailbox (Requests are typically addressed in approximately three business days).

**Note**: Division Coordinators forward approved, completed forms to [NonEmployee@bussvc.wisc.edu](mailto:NonEmployee@bussvc.wisc.edu). Forms submitted by individuals other than the Division Coordinators will not be accepted.