

NON-IU STUDENT AWARD RECIPIENTS

1. Please fill out the following form and submit to the Business Office:
http://kelley.iu.edu/Business/Documents/competition_award_form_v6_non-iu.pdf
2. **Purchasing REQUIRES** supporting documentation when Check Requests are processed to award these students. This can be in the form of a letter or email to each student (or individual team) notifying them of their competition awards. Please be sure that the name of the competition, student names, and award amounts are included in this documentation. Do not send one mass email to all recipients; it should be at least divided by team or individual.
3. **The awarding department must collect and provide Remit Addresses from the participants.** These are required in order to set up the students as suppliers in the Buy.IU system. Please provide these addresses in a separate document or spreadsheet. If possible, please submit via **IU Secure Share** to jrande3@iu.edu.
4. **W9 or W8BEN should NO LONGER be collected by departments for NON-IU students.** These students will be set up in BUY.IU as a Supplier in order to receive payment. Once the "Request for Competition Award Disbursement Form" is submitted to the Business Office, the students' names, email addresses, remit addresses, and Country of Origin will be provided to IU Purchasing. IU Purchasing will send the students an email which will provide them with instructions on how to create a supplier account in BUY.IU. Once they are set up in BUY.IU, they will be able to submit their tax documentation directly to Purchasing via their supplier portal.
5. **NON-IU INTERNATIONAL STUDENTS:**
 - A. IU Tax Services requires a copy of the student's Passport Entry Stamp or I-94. **Please see examples** for what should be submitted to the department. It is the responsibility of the department hosting the competition to verify and collect this documentation from the students while they are on campus. The department should submit copies to the Business Office in-person or via **IU Secure Share**. Please do not send students to the Business Office.
 - B. IU Tax Services also requires that a **International Tax Cover Sheet** is also submitted. Please fill out Questions 7-16 and include with the Passport/I-94 documentation.

THE STUDENTS WILL NOT RECEIVE PAYMENT UNTIL THEY ARE SUCCESSFULLY SET-UP IN BUY-IU AND HAVE SUBMITTED CORRECT TAX DOCUMENTATION TO IU PURCHASING.

** Please only use the above form for Non-IU Students. There is a separate form for IU student case competition disbursements to collect individual names, University ID numbers, and prize amounts. IU student awards will be processed through SIS. **