Foreign Payment Guidance

Please save documents as 1 PDF before submitting to AP or uploading attachment in Payables

Purpose: Overview of documents needed, where they are located, and who enters the payment in DASH.

Documents NEEDED for Processing:

If services were performed INSIDE THE UNITED STATES:

- Wire Form
  - if applicable – completely filled out and signed by departmental approver
  - wires available for Foreign Entities/Individuals only
  - Wire Form found Here
- Invoice or Payment without an Invoice Form (formerly the T-27)
  - Please Include DASH Supplier #, Contract or PO # if applicable, and COA
  - Payment without Invoice found Here
- Statement for Services Performed Form
  - Statement for Services form found Here
  - Please make sure to fill out all lines, even it is n/a
- Guest Traveler Payment Form (only for individuals, not companies)
  - Guest Traveler Payment Form found Here
- Copy of ID (if an individual ; please submit ID that applies)
  - Visa
    - Copy of I-20 (if F1 Visa Holder)
    - Copy of Form DS2019 (if J1 Visa Holder)
  - Passport (Canadian individual only needs passport with biographical page)
  - ESTA printout with Passport and I-94 Record
    - For further questions on ID's, documentation needs, or other restrictions please visit the Payroll Site and reference the Visa Information Chart near the bottom of site– Nonresident Alien Information

- Other information may be required per the entity/individual and their status

THE UNIVERSITY OF TENNESSEE SYSTEM

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If services were performed OUTSIDE OF THE UNITED STATES:

- Wire Form
  - if applicable – completely filled out and signed by departmental approver
  - wires available for Foreign Entities/Individuals only
  - Wire Form found Here
- Invoice or Payment without an Invoice Form (formerly the T-27)
  - Please Include DASH Supplier #, Contract or PO # if applicable, and COA
  - Payment without Invoice found Here
- Statement for Services
  - Statement for Services form found Here
  - Please make sure to fill out all lines, even it is n/a
- Other information may be required per the individual or company and their status

Who Enters the Payment into DASH?

If paying a Foreign Individual/Sole Proprietorship:

- If services were completed INSIDE THE US, you must send all documents to accountspayable@tennessee.edu for audit and centralized input for payment.
- If paying supplier in foreign currency you must send all documents to accountspayable@tennessee.edu for audit and centralized input for payment.
- If paid off of a 95 contract/agreement, please submit requisition request, once PO is generated, include the PO cover page with the rest of documentation.
- If services were completed OUTSIDE OF THE US, departments may enter the payment themselves.

If paying a Foreign Business Entity:

- If paid off of a 95 contract/agreement, please submit requisition request, once PO is generated, include the PO cover page with the rest of documentation.
- If the payment is being made in US Dollars (USD) then the department will enter this payment.
- If the payment is made in any other currency outside of USD, the department will email all required documentation to accountspayable@tennessee.edu for centralized input for payment.