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Foreign individual registration information

Students or individuals must register as suppliers to receive payment for various transactions or business with the university, including:

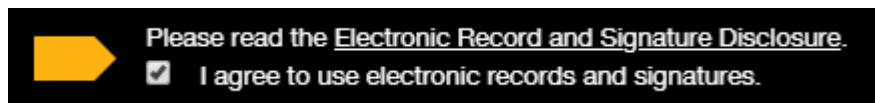
- Fellowship payments.
- Payments for participating in an event or program.
- Prizes or awards.
- Student support payments.
- Subject payments.

Before submitting the supplier registration form, verify the accuracy and completion of all fields to the best of your ability. When completing this form, use the most recent versions of Google Chrome or Internet Explorer. Fields outlined in red are required.

Starting the registration process

After clicking the registration link, you will receive a prompt to read the Electronic Record and Signature Disclosure. To process the questionnaire, complete the following steps:

1. Check the box indicating an agreement to use electronic records and signatures.



2. Select the **Continue** button.



Completing the questionnaire

Indicate whether you have passed the residency test for U.S. tax purposes and complete each section indicated below. If you are unsure if you have passed the residency test, you can [review the rules on the Internal Revenue Service's Green Card and Substantial Presence Test webpage](#).

If you are a current ASU affiliate and have had to complete a Glacier profile and still have an active Glacier profile, you can review your Glacier record for your tax residency status.

Section one: Personal information

Complete the following information on the form:

- Country of citizenship.
- Date of birth.
- Email address.
- Foreign tax identification number if you have one.
- Legal information.
- Mailing address if it is different than your permanent address.
- Permanent residence address.
- Phone number with the area code or country code as applicable.
- Reference numbers: Instructions for completing this field are at the bottom of the form.
- Social Security number or Individual Tax Identification Number if you have one.

Section two: Tax treaties and special rates or conditions

Indicate whether you are claiming any tax treaty benefits and special rates or conditions, if applicable. For instructions on completing this section, please refer to the instructions at the bottom of the form. [Refer to the United States income tax treaties webpage](#) for more information.

Section three: Reason for registering, ASU ID and visa status

To complete the reason for registering section of the form, select an option from the following list:

- Fellowship.
- Participation in an event or program, including as a subject.
- Student support.
- To receive an award or prize.

If applicable, you must input your ASU ID number and select your visa status.

Section four: Certification and signature

By signing the document, you are:

- Agreeing to provide a new form within 30 days if any aspect of the certification becomes inaccurate.
- Authorizing ASU to provide the form to a withholding agent as applicable.
- Certifying that the information you provided is correct, complete and complies with all applicable tax regulations.

Complete the following steps to sign and certify the document:

1. Click the yellow icon to add a signature.



2. A screen for adopting your signature will appear. Add your initials.

Adopt Your Signature



Confirm your name, initials, and signature.

* Required

Full Name* Initials*

SELECT STYLE DRAW

PREVIEW [Change Style](#)

DocuSigned by:  DS 

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

ADOPT AND SIGN CANCEL

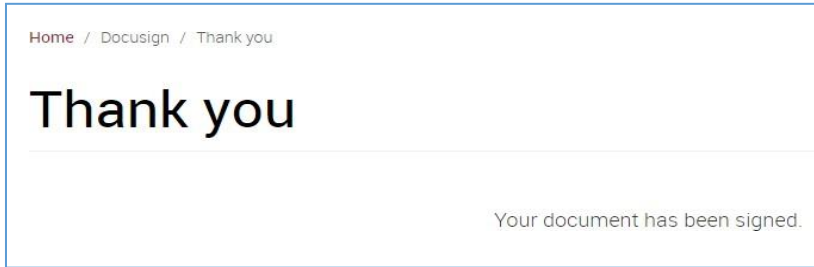
3. Click **Adopt and Sign**. Your electronic signature and the date will appear on the document.



4. Scroll to the end of the document and click the **Finish** button.
Note: You may finish the document later if necessary. [Refer to the Finishing the Document Later section](#) for more information.



5. You will receive confirmation that your document has been signed.

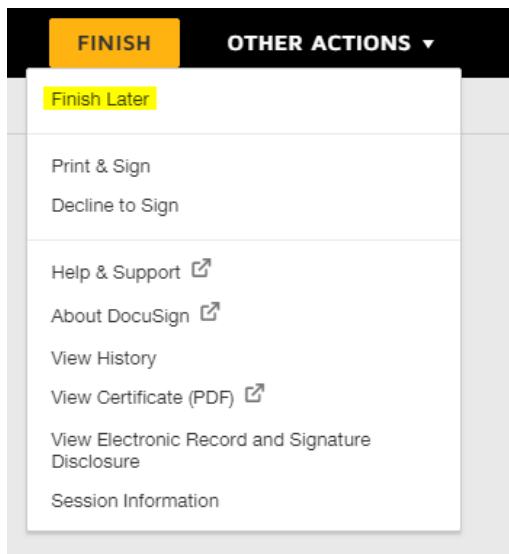


Next steps

ASU will complete setting you up in Workday to receive payments. It will take approximately five business days. We will contact you if we have any questions or need additional information.

Finishing the document later

Instead of selecting **Finish**, navigate to the **Other Actions** dropdown menu and select **Finish Later**.



You must enter your email to receive a link to finish the document later. After entering your email, click **Save and Close**.

The screenshot shows a dialog box titled "Finish Later" with a close button (X) in the top right corner. Below the title, there is a paragraph of text: "Enter your email to receive a link to finish this document later. Your completed text entries will be saved; signatures and initials must be re-entered." Below this text is a label "Email" and a text input field containing "@asu.edu". At the bottom of the dialog, there are two buttons: "SAVE & CLOSE" (highlighted in yellow) and "CANCEL".

To finish the document, navigate to your email and click the **Review Document** button.

The screenshot shows a dark-themed screen with a white box in the center containing a close button (X). Below the box, the text "Review and Sign Document" is displayed. A yellow button labeled "REVIEW DOCUMENT" is positioned below the text. At the bottom of the screen, there is a paragraph of text: "To sign the PowerForms document, Click the link below <https://na2-app.docuSign.net/Member/PowerFormSigning.aspx?PowerFormId=>". At the very bottom, there is a "Powered by" logo for DocuSign.

You will be taken back to the document. Select **Continue**. You may disregard the prompt on the **Other Actions** dropdown menu. Complete the document and select **Finish** as described above.

