

Payments for Services

All Sacramento State, University Foundation at Sac State and Capital Public Radio payments for services including guest speakers, performers, artists, etc. must go through the requisition process in Procurement & Contract Services due to Federal & State laws (AB 1775) and is subject to CSU insurance requirements. Suppliers that are individuals will need an approved Independent Contractor form from Human Resources Classification & Compensation. For additional guidelines on requisitions, hospitality, etc. please visit the Inside ABA [website](#).

When submitting Invoice approval to Accounts Payable, an agenda, program or flyer of the event is required as backup.

Requirements for Payment

All services providers must have a Vendor Date Record (204 Form) completed and processed before entering a requisition.

Non-Residents of California

If the service is provided in California and over \$1,500, State tax of 7% will be deducted from the payment.

ACH payment for U.S. Residents

[ACH](#) payments are available for U.S. Residents only. Suppliers can submit a completed ACH application to vendordatarecord@csus.edu.

Non-Resident Aliens (Visitor from foreign countries)

If the service is provided in California, the following is required for foreign suppliers:

- Deduction of Federal tax 30% and State tax 7% withholding
- W8-BEN form
 - Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding. The W8-BEN is only valid for 3 years.
- Copy of Visa
 - Visiting foreign guest speakers must enter the United States under one of the following Visa types: B-1 (Business Visitor), B-2 (Visitor for Pleasure), WB (Visa waiver for business) or WT (Visa waiver for tourism). To verify that an individual entered the U.S. on the correct Visa type the University must receive a copy of the individual's passport and the I-94 (Arrival Departure Record form).
- Copy of Passport

- I-94 number
 - Suppliers are required to go online to get their I-94 number. They will need to submit a copy of the confirmation page with the I-94 number on the top of the page. The confirmation page will officially confirm the Supplier's visa status.
<https://i94.cbp.dhs.gov/i94>
- Banking Wire Instructions
 - Country (International) Bank Name
 - Bank Address
 - SWIFT code (International) OR
 - IBAN code (International)
 - Routing/Transit Number (Domestic-US Banks) Payee name (as it appears on bank account) Payee bank account#
 - Payee address
 - Payee phone number/email
 - If Intermediary Bank is used, then the following information is needed:
(This means the money goes from the campus bank (Wells Fargo), to Intermediary Bank, then to Beneficiary Bank)
 - Bank Name
 - Bank Address
 - SWIFT code (International) OR
 - IBAN code (International)
 - Routing/Transit Number (Domestic-US Banks)