

Foreign Individual Vendor Request Form



Foreign Individual Section

In order to set you up as a payment recipient for Harvard University, please complete the information below:

Please note that all fields are REQUIRED

1. Name:

First: _____ Middle: _____ Last: _____

2. Identification Number:

SSN or ITIN (if none, enter N/A): _____

3. Address:

US Address:

City: _____ State: _____ Zip Code: _____

Foreign/Permanent Address:

City: _____ Postal Code: _____ Country: _____ Province: _____

4. Preferred Email:

Email Address: _____

5. Visa Information:

Visa Type: _____

Please return this document to:

Meghan Eruzione
Megan_Eruzione@hms.harvard.edu
Modell 100D, 2100 Longwood Ave
Boston, MA 02114
617-432-4057

Next Steps:

After your information is entered into Harvard's payment system, you will receive an email from support@online-tax.net with the subject line "Payments from Harvard University". The email will contain login information to GLACIER, an online tax compliance program. You will need to login, complete the program, and return the completed forms along with copies of your visa documents to Harvard in order to receive payments.