



*Business Matters@ Sac State*

***Topic: Non-Resident Alien Payment Process***

Date: October 26, 2007

To: Deans, Associate Deans, Department Chairs, Directors, Managers and Campus Business Partners

From: Susan Johnson, Director of Accounts Payable & Travel

Due to recent changes, Accounts Payable is taking on the responsibility of the Non-Resident Alien (NRA) for the following types of payments:

- Honorarium/Guest Lecturers
- Performance or Independent Contractors
- Stipends
- Prizes/Awards/Gifts

We are striving to make the NRA payment process as smooth as possible. Before you make any promises to your Guest, please review the Non-Resident Alien Taxation information at <http://www.csus.edu/audit/NRAWebsite.htm> and contact Accounts Payable for processing timeline to make their visit to our Campus a pleasant one.

- Information will be entered in the Glacier System to determine current treaties and regulations.
- This program will determine the NRA status for any required tax withholdings.

Contact Information:

If there are any questions or concerns about this information, please contact either Karen Robinson at [krobinso@csus.edu](mailto:krobinso@csus.edu), x85857 or myself at [sjohns@csus.edu](mailto:sjohns@csus.edu), or call Accounts Payable at x86476.

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