



# Vendor Questionnaire - Foreign

**IMPORTANT: The Vendor Questionnaire - Foreign must be completed before you can be paid.**

Purpose of this form (Check One):  Add as a New Vendor  Update existing entry

## SECTION 1: GENERAL INFORMATION

Are you currently conducting business with a NMSU dept?  Yes-Dept Name \_\_\_\_\_  No. Do NOT continue to fill out this form. Please see our Online Bidding System to view Procurement Opportunities: <https://nmsu.ionwave.net/Login.aspx>

### Foreign Entity's Legal Name:

Entity Name: \_\_\_\_\_

Tax ID Number (TIN): \_\_\_\_\_

\* Business Contact: \_\_\_\_\_

### Foreign Individuals Legal Name:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Individual Taxpayer ID Number (ITIN): \_\_\_\_\_

Foreign Taxpayer ID Number (FTIN): \_\_\_\_\_

Social Security Number (SSN): \_\_\_\_\_

Date of Birth: \_\_\_\_\_

### Local Street Address: Remit To

Street: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone #: \_\_\_\_\_ \* E-Mail: \_\_\_\_\_

### Foreign Residence Address: Remit To

Street: \_\_\_\_\_

Province/Region: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Foreign Country: \_\_\_\_\_

## SECTION 2: FOREIGN ENTITY TYPES

Individual  Sole Proprietor  Corp.  Partnership  Government Agency  Not-For-Profit

## SECTION 3: Answer the following questions with respect to the goods and services to be provided to NMSU.

1. Will the proposed services be performed in the United States? \_\_\_\_\_

2. Describe the services that you will be providing to NMSU. \_\_\_\_\_

3. Describe any NMSU owned property or equipment that will be utilized in performance of the proposed services. \_\_\_\_\_

4. Describe any training that NMSU will be providing you. \_\_\_\_\_

5. Describe any specific instructions or set order of work that NMSU will be providing that you must follow to provide services. \_\_\_\_\_

6. Describe any special skills that are required to perform the services. \_\_\_\_\_

7. Who sets the work hours that you will be required to follow? \_\_\_\_\_

8. Are these services related to an ongoing or continual relationship? If yes, please explain. \_\_\_\_\_

9. Please list any other public entity that you provide same or similar services. \_\_\_\_\_

10. In providing these services, does your business realize a profit or loss? \_\_\_\_\_

11. How are your costs billed to NMSU? i.e. hourly, salary, by the job? \_\_\_\_\_

## Vendor Questionnaire - Foreign

### SECTION 4: INCOME TYPE

- Materials/Goods       Rents/Royalties       Scholarship/Fellowship       Prizes/Awards  
 Personal Services       Travel       Other

### SECTION 5: CITIZENSHIP & PASSPORT INFORMATION - (If not a Foreign Individual, go to section 8)

Country of Citizenship: \_\_\_\_\_ Country Issuing Passport: \_\_\_\_\_  
 Passport #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
 U.S. Visa #: \_\_\_\_\_ U.S. Visa Expiration Date: \_\_\_\_\_

### SECTION 6: IMMIGRATION STATUS

- U.S. Immigrant /Permanent Resident       F-1 Student       B-1 Business Visitor       H-1  
 VWB Visa Waiver for Business       Other       J-1 Exchange Visitor (Select Category Below)

#### J-1 Select Category (Check one):

- Student       Professor       Research Scholar       Short Term Scholar       Other

#### Primary Purpose of Visit (Check only one):

- Studying Degree Program       Studying - Non-Degree Program       Teaching  
 Lecturing       Observing       Consulting  
 Conducting Research       Demonstrating Special Skills       Training  
 Clinical Activities       Temporary Employment       Other

1. What is the actual date you entered the United States: \_\_\_\_\_ (Month/Day/Year)
2. What is the **START Date** of your immigration status for this primary activity: \_\_\_\_\_ (Month/Day/Year)
3. What is the projected **END Date** of your immigration status primary activity: \_\_\_\_\_ (Month/Day/Year)
4. Will you perform a "usual academic activity" that is for the benefit of the University?      Yes      No
5. Will the academic activity last longer than nine days?      Yes      No
6. Have you accepted such payment or expenses from more than five institutions in the previous six-month period?      Yes      No
7. Do you/will have an office (fixed base) in the U.S.?      Yes      No  
 If yes, how many days in this tax year did you/will have an office? \_\_\_\_\_ Days

### SECTION 7: SUBSTANTIAL PRESENCE TEST

Please list all other U.S. Visa activity in **Last Three Calendar Years** (List all visits to the USA):

Date of Entry	Date of Exit	Visa Immigration Status	J-1 Subtype (if applicable)	Primary Activity	Have you taken any treaty benefits?
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No

## Vendor Questionnaire - Foreign

### SECTION 8: CERTIFICATION

By signing this form, the signee certifies the statements above and agrees to New Mexico State University's terms and conditions. Terms and conditions are available online at <http://purchasing.nmsu.edu> or a hard copy can be requested by contacting Procurement Services. **Failure to agree to NMSU's terms and conditions may affect consideration of becoming a vendor, NMSU being the sole judge of this determination.** Signing this form does not entitle vendor a preferred vendor status.

Information on this form is used to set up a vendor in NMSU's purchasing system and will not automatically make you eligible for online bidding system. To register for our online bidding system you will need to visit our website <http://purchasing.nmsu.edu/automated-bid-system/>.

I acknowledge that NMSU policy calls for issuance of an official NMSU purchase order signed by an authorized individual for all purchases except those accomplished with a NMSU procurement card prior to a purchase being made. Failure to obtain an NMSU purchase order prior to supplying goods or services may result in either delay of payment or non-payment.

I hereby certify that all of the above information is COMPLETE, TRUE and CORRECT. I understand that if my status changes from that which I have indicated on this form, I must submit a new Vendor Questionnaire - Foreign to Procurement Services.

#### REQUIRED DOCUMENTS: - SUBMIT THE FOLLOWING WITH THIS FORM:

1. Completed IRS tax form:
  - W-8BEN – (Foreign Individual)
  - W-8BEN-E – (Foreign Entity)
  - W-8EXP – (Foreign Government/Organization)
  - W-8ECI – (Effectively Connected Income)
2. Form 8233 (Foreign Individual Only)
3. Passport(s) photo - (Foreign Individual Only)
4. U.S. Visa Copy - (Foreign Individual Only)
5. I-94 - (Foreign Individual Only)
6. For Permanent Residents - only copy of permanent resident card is required

**Return To:** NMSU Procurement Services  
Fax: 575-646-3736  
E-mail: [vendors@nmsu.edu](mailto:vendors@nmsu.edu) (Preferred)  
Questions: NMSU Treasury Services  
Phone: 575-646-4154 Email: [treassvcs@nmsu.edu](mailto:treassvcs@nmsu.edu)

Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_