

Foreign Supplier Payment Intake Form

Required for each foreign supplier payment. This form should be filled out by the paying agency, not the supplier.

(Last Revised 04/17/2024)

Agency Contact Name(s)

Agency Contact Email(s)

Agency Contact Phone Number(s)

Supplier Name

Supplier Contact Name(s)

Supplier Contact Email(s)

Supplier Contact Phone Number(s)

SWIFT Supplier ID Number **(Required)**

1. What is the payment for? **(Required)**

SWIFT Account Code(s) Being Used (6 Digits)? **(Required)**

2. Will the Supplier be receiving expense reimbursements?

3. If services, in what country(s) will the service(s) be performed?

4. Is the payment to a public speaker or entertainer for services performed in the US?

5. Is software being purchased?

a. Will the software be installed/downloaded onto a U.S. based computer?

b. If online software, in what country is the foreign supplier's computer server located?

6. When will the activity/delivery occur?

7. SWIFT Voucher Number **(Required)**

Please send this intake form and to W9-1099.MMB@state.mn.us. We will review the information on the form and get back to you as soon as possible; normally within one business day.
