International Tax

To assist you in paying anyone who is NOT a US citizen or a permanent resident, the International Tax Office in Payroll has begun using a web-accessed service for the convenience of our international faculty, staff, students, and visitors to insure that payments to them are taxed and reported properly.

Beginning immediately, instead of calling us or asking the international to call us for an appointment, administrators should email us at terrie.welch@vanderbilt.edu to start the process.

Include in the e-mail the individual’s:
✓ first name
✓ middle initial (if available)
✓ last name
✓ email address (does not require a VU e-mail)
✓ type of payment (compensation, stipend or both)
✓ frequency of payment (bi-weekly or monthly)

We will send the person instructions with a password to log onto the website where he or she will complete a questionnaire and receive directions on completing the process. He or she will be able to print all required forms completed with his or her individual data. The Tax Summary Report which replaces our Alien Information Collection Form lists all required forms and document copies with instructions to submit them to the International Tax Office.