



Foreign National Payment e-Form

UPB Use Only
E-Class _____
Citizenship Code _____
Tracking Number _____

UPAY Use Only
Banner Doc # _____
Check Print Loc _____
<input type="checkbox"/> 1099 <input type="checkbox"/> Enclosures
OBFS Approval _____

UIN/Vendor ID: _____

Payee Name: _____

Campus: _____ Mail Code _____

Address: _____

Department Name: _____

Department Contact: _____

Special Handling: _____ Phone Number: _____

- Honorarium Prize Wire Transfer or Taxable Expense Reimbursement
 Independent Contractor Scholarship/Fellowship to Non-UI Persons Royalty _____
 Human Subject Payment Other Income

Date of Activity	Description	Amount

Enter CFOAPALs below: Total: _____

Account Title: _____

Chart	Fund	Org	Acct	Program	Activity	Location	Amount
_____	_____	_____	_____	_____	_____	_____	_____

Account Title: _____

Chart	Fund	Org	Acct	Program	Activity	Location	Amount
_____	_____	_____	_____	_____	_____	_____	_____

Form Instructions

- Send the form by clicking on the "Email" button. The form will insert a number in the Tracking Number field in the upper right of the form. The form remains open so that you can copy the tracking number for Step #2, then you may close the form.
- Fax all required documents to **217-239-6909**. You may refer to the [Foreign National Payments Resource Page](#) for required document checklists.

Please see these [instructions](#) on how to set up your digital Id in order to approve this form.

Department Certification: As an employee of the University requesting payment to the above-referenced individual, I hereby certify on behalf of the department that the above information is true, correct, and complete to the best of my knowledge and belief.

Department Authorized Approval: _____ Date: _____

Payment of interest may be available if the State fails to comply with the State Prompt Payment Act, (Ill. Rev. Stat. 1991, Ch.127, Par. 132.400).