

# 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](mailto: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.*

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