

Quick Reference Chart

Payment	Withholding	<u>Verification Form</u>	Requisition	Sprintax
Agent	Potentially	Yes – completed by artist	Only if artist is non US.	Yes – by non US artist
Wesleyan Student – Expense Reimbursement with receipts	None unless “aid” in nature then 14%	No	No	Yes – facilitated centrally
Wesleyan Student – Prize or Award	30%	No	No – <u>Student Payment Attachment</u> to Supplier Invoice	Yes – facilitated centrally
Wesleyan Student – Stipend or Fellowship – activity US	14%	No	No – <u>Student Payment Attachment</u> to Supplier Invoice	Yes – facilitated centrally
Individual* – event in US – Honorarium	30% unless tax treaty or LPR. Potential 6.9% A&E Tax	Yes	Yes	Yes
Individual* – event in US – Expense Reimbursement with receipts	None	Yes – attach to supplier invoice	No	No
Individual* – event not in US	None	Yes – attach to supplier invoice	No	No
Company – Tangible Goods	None	No	No	No
Company – Royalties	30%	No	No	Yes

*Assumes Non-Wesleyan employee. Wesleyan employees are paid either via Payroll or Workday Expense Report