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## *FOREIGN NATIONAL TAX FORM INSTRUCTIONS – NON EMPLOYMENT*

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1. Department instructs individual to the Foreign National Tax Form- Non Employment link:  
<https://www.auburn.edu/administration/business-finance/financial/foreign-national-non-employment.html>
2. Department must provide the individual an AU or AUM contact name and email.  
If the payment will be to an AU student for Athletic Scholarship, please put Athletics and AU or AUM for contact.  
If the payment will be to AU student for non-Athletic Scholarship, please put Student Financial Services for contact.
3. The individual will need their immigration documents to upload when using this system.
4. Boxes with an \* are required fields. All others can be left blank if unknown.
5. You will receive an e-mail notification to your e-mail address when the form has been received.  
If any additional information is needed our office will contact you.
6. If you need assistance during the process, please email [nratax1@auburn.edu](mailto:nratax1@auburn.edu).