



Payee Information

This form is used in conjunction with a request for payment from ACSA or ACSAC.

This form is used to tell ACSAC how you, the payee, want to receive money. There are multiple choices, some better than others depending on where you live.

Domestic Payees

Payees who have an address in the U.S. have an easy choice between receiving a check or credit to their PayPal account. There is no charge for either service. You only need fill in the top two sections of the Payee Information Form.

Payees outside the U.S.

Payees outside the U.S. can choose from two additional methods. Each method involves a cost. The lowest cost varies among countries and amount. ACSAC encourages the payee to determine which method yields the most money. The additional methods are Xoom and TransferWise, both relatively new international currency transfer services. You can log into each service's web site to determine how much you would receive.

PayPal & XOOM

These services are a convenient way to receive money. You can use funds in your PayPal account to make purchases, or can transfer your balance to your bank account. Xoom provides cash pickup in some countries. PayPal service is free in the U.S. There are fees for other countries. Even though PayPal owns Xoom, the amount you receive is different between the two services. Your email address is your PayPal/Xoom identity. Make sure it is clear and correct. Check the amount of money received at <https://www.paypal.com/us/webapps/mpp/send-money-abroad>.

TransferWise.

TransferWise provides currency transfer and conversion among many countries. Money is transferred directly into the payee's bank account; there may be additional services for some countries. You can determine how much you receive from TransferWise on TransferWise's web site:

1. If you have an account outside the U.S. denominated in USD, connect to <https://transferwise.com/help/article/2946450/paying-by-bank-transfer/sending-us-dollars-to-countries-outside-the-us>. You should find the information easily.
2. If you have an account denominated in any other currency, connect to <https://transferwise.com/us/>.
3. Enter the amount to be paid in USD and select the destination currency,

Other

If none of TransferWise, PayPal, or Xoom is available for your country, we can use an international bank transfer that will cost \$50 and take longer. We'll contact you if necessary.

Taxpayer Identification Numbers:

Payments in excess of \$600 for services rendered (e.g., tutorial instructor) require filing an IRS form 1099-MISC. Reimbursements for travel and other expenses are NOT reportable.

Even if you are not a US Citizen, you may have US taxable income and have to file. For this, you need a Taxpayer Identification Number. See <https://www.irs.gov/individuals/international-taxpayers/taxpayer-identification-numbers-tin> for more information. If you pay tax in another country, please provide an IRS form W-8.

Submitting this Form to ACSAC

Complete the form using the free Acrobat reader, Google Docs, or a similar product. Make your name part of the saved file name. The completed form will contain Personally Identification Information (PII) which should be protected. WeTransfer provides free encrypted file transfer that protects your PII. When your form is complete:

- (1) Connect to WeTransfer.com in your browser
- (2) You may need to click on "Take me to Free."
- (3) Enter the following in the "Email to" field (without the quotes): "acsac_payee@acsac.org"
- (4) Enter your email address in "Your Email"
- (5) Drag and drop or navigate to your file(s)
- (6) Click on Transfer

There are separate instructions for the Expense Reimbursement that you will send to the ACSAC approving official, usually after the Conference. Forms are available at <https://www.acsac.org/forms/>