International and Non-U.S. Residents and Banks

You must have a U.S. issued Taxpayer Identification Number (TIN) and a U.S. bank in order to use ePay.

Please discuss your international status with the Self-Direction Coordinator assigned to your case so that we can get you setup correctly and avoid unnecessary delays and confusion.

Tax Information

The Tax Information Form on the Portal is an electronic W9 and requires either an individual's Social Security Number (SSN) or an organization's Employer Identification Number (EIN). If you do not have one of these TINs, then you cannot complete the Tax Information Form on the Portal.

ISS still requires a tax form on file for you. Please complete either a W-8BEN for an individual or a W-8BEN-E for an organization and send the form to the Self-Direction Coordinator assigned to your case.

The W-8BEN and W-8BEN-E are utilized by individuals and entities to assert their non-U.S. status, thereby establishing their exemption from certain U.S. tax withholdings.

For the forms and more information on them, visit the IRS website (https://www.irs.gov/) at:

- W-8BEN: https://www.irs.gov/forms-pubs/about-form-w-8-ben
- W-8BEN-E: https://www.irs.gov/forms-pubs/about-form-w-8-ben-e

> ⚠ ISS Staff are unable to assist you with the completion of your tax forms. Visit the IRS website at https://www.irs.gov/ for more information and contact your tax or accounting professional if you have any questions.

Bank Information

Our bank, JP Morgan Chase, does not offer Global ACH so we, unfortunately, cannot provide that service to our users.

You must have a nine digit ABA (American Bankers Association) routing number to sign up for ePay and complete the banking form on our Portal.

If you do not have a U.S. bank, you will receive your reimbursements via mailed check.

Created 04/08/25.

Revision #4
Created 2025-02-13 13:42:45 UTC by Elizabeth Lukan
Updated 2026-04-15 13:34:28 UTC by Elizabeth Lukan