

USC Supplier Portal - Foreign Entity Quick Reference Guide



The steps below are to assist foreign entities in completing the online registration in the USC Supplier Portal. Per U.S. government regulations, USC is required to collect certain information about tax status for annual reporting.

Company Overview

1. Select the appropriate country from the **Country of Origin** drop-down list.
2. Based on the nature of how the entity operates, select one of the following from the **Legal Structure** drop-down list:
 - **Non-US Based Entity**; or
 - **Foreign Individual**.
3. In **Tax ID Number** enter:
 - The taxpayer identification number issued by the **Country of Origin**; or
 - A U.S.-issued tax ID number.

Company Overview

Please provide the following tax, legal structure, and business information. This information is used to verify the validity of your entity against the IRS Tax ID database. The Legal Name entered on the previous screen must match U.S. Tax ID Number must be a numeric value of nine digits.

Country of Origin should reflect the location of your permanent business.

Dun & Bradstreet Numbers (DUNS) are relevant to businesses only. For more information, visit the Dun & Bradstreet website.

Legal Company Name * Kerry's Kottage

Doing Business As (DBA) Kerry's Kottage

Country of Origin * United Kingdom

Does your business have a Dun & Bradstreet number? * Yes No

Legal Structure * Non-US Based Entity

Select the Legal Structure currently on file for your entity. For more information about legal business structures, please visit the USC Supplier Portal.

Tax ID Number * 123406789

4. Enter an **email address** in the **invoice and payments** field.
5. Enter the the taxpayer identification number issued by the **Country of Origin** in the **Foreign Taxpayer ID Number** field.
6. Select the appropriate option under **Income Codes**. This is used for government reporting purposes.

Additional Questions

Please provide an email address for contact regarding your registration.

Foreign Taxpayer ID Number: *

Income Codes:

11 - Motion picture or television copyright royalties
12 - Other royalties (example, copyright, recording)
16 - Scholarship or fellowship grant
17 - Compensation for independent personal services
42 - Earnings as an artist or athlete – no central holding company
43 - Earnings as an artist or athlete – central holding company
54 - Other income

Select Income Code: *

11 12 16 17 42

Tax Information

1. Select the appropriate option from the **Add Tax Document** drop-down list.

Note: For assistance with selecting the correct form, please visit the U.S. Internal Revenue Service website.

Add Tax Document

- W-8BEN
- W-8BEN-E
- W-8ECI
- W-8EXP
- W-8IMY
- 8233

2. Enter a name for the document in Tax Document Name.
3. Enter the year in **Tax Document Year** (optional).
4. Click on **Download Pre-populated Tax Document** (optional).
5. Click the **Upload** button and follow prompts to add a tax document.
6. Click the **Save Changes** button.

Add Tax Document

Tax Type * W-8BEN

Tax Document Name *

Tax Document Year

Tax Documentation * No tax document selected Upload

Download Pre-populated Tax Document

* Required to Complete Registration Save Changes Close