



Southern Methodist University  
**RECURRING PAYMENT REQUEST**

Vendor ID/Code	Address Code	Account # or Identifying Information for Supplier	Payment Handling: <i>Payment will be made to payee via direct deposit (ACH) or EFT if account information is on file. Otherwise a check will be mailed to the permanent address. Non-US citizen payments will be delivered to the tax office for proper handling.</i>	
Payee Legal Name (Individuals should include full first and last name and middle initial)				
SMU ID	Country (Foreign)			
Permanent Address			City	
			State	Zip
Department Name		Department Contact	Department Phone	
Preparer's Name (Typed or Printed)	Ext.	Authorized by	Date	

**Payments to individuals:** U.S. Citizen/Permanent Resident YES NO  
*If no: The individual must complete the Foreign National Information Form (FNI Form). The department will send the FNI form to foreignnationals@smu.edu for HR and Payroll to review and make a determination. Please attach the FNI Form and supporting documentation, as well as a copy of HR's determination to the Payment Request Form.*

**Payments to non-individuals:** U.S. Entity YES NO  
*If no: Please complete the Foreign Vendor Information Form and attach required Form W-8 and other documentation to the Payment Request Form.*

**DISTRIBUTION**

Payment Due Date	Amount	Acct (4)	Fund (2)	Org (6)	Subclass (5)	Project (7)

**Total Annual Amount**

*For payments that need to continue for more than 12 months, please submit a new request each year.*

Special Approvals (Request must be signed by someone authorized to charge against the organization ID's referenced above)

Typed or Printed Name	Signature	Title	Date
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