**LPSA Payment Request Form**

Please submit this payment request form along with your invoice.

**Payment Request Summary**

|  |  |
| --- | --- |
| *Name:* |  |
| *Date:* |  |
| *Payment amount:* |  |
| *Reason for payment:* |  |
| *I am a US citizen / national / resident alien* | *YES / NO* |

*Note: If payment amount is over US$600 and you are not a U.S. citizen/national/resident, you must submit IRS Form W8BEN along with this payment request.*

**Paypal (or Zelle) account information (leave blank if requesting payment by wire transfer)**

|  |  |
| --- | --- |
| *PayPal or Zelle:* | *PayPal / Zelle* |
| *Name of account holder:* |  |
| *Email (associated with account):* |  |
| *Phone number (associated with account):* |  |

**Wire transfer information (leave blank if requesting payment through Paypal or Zelle)**

|  |  |
| --- | --- |
| *Recipient’s name:* |  |
| *Recipient’s address:* |  |
| *Account number:* |  |
| *Account type:* |  |
| *Bank name:* |  |
| *SWIFT/BIC code:* |  |
| *ABA Routing number (US banks):* |  |

Local Public Sector Alliance - 13512 Portage Place - Centreville Virginia 20120 (USA)

Questions? Email: manager@decentralization.net

**Completion of Form W8-BEN**

**Services performed outside the United States.**Compensation paid by the Local Public Sector Alliance (LPSA)—a U.S.-based not-for-profit organization—to nonresident aliens for services performed outside the United States are not considered wages and are not subject to U.S. withholding taxes. [[IRS Publication 515 (2022)](https://www.irs.gov/publications/p515)]

**Please let us know if you are a U.S. citizen, U.S. national, or resident alien**. If you are a U.S. citizen, U.S. national, or resident alien (e.g., green card holder), the Local Public Sector Alliance may have to report any income paid to you (even for services performed outside the United States) to the U.S. Internal Revenue Service.

**Establishing that you are a “nonresident alien” for U.S. tax purposes.** The Local Public Sector Alliance is thus required to establish whether you are a “nonresident alien” for U.S. tax purposes.

In order to establish this, you are asked to complete and sign Form W8-BEN. This form is available online at <https://www.irs.gov/pub/irs-pdf/fw8ben.pdf>. You are only required to complete Part I (Lines 1-4) and Part III (Certification). Please skip Part II, as it is irrelevant for our purposes.

By completing and signing the form, you are certifying to LPSA that (1) you (being the person named on line 1 of this form) are a nonresident alien and not a U.S. person; and (2) that this form relates to income not effectively connected with the conduct of a trade or business in the United States (as it relates to services performed outside the United States).

Thank you in advance for completing Form W8-BEN and submitting a signed copy of the form. LPSA will need this form on file before your payment can be completed.

Version: January 11, 2024