

Payments to Foreign National Guests Calculating Grossed-Up Tax Payments

Enter Net Pay Desired	Enter IRS Tax Rate	Gross-Up Amount

Voucher Amounts

Net Pay	IRS

Instructions:

1. Enter the desired payment amount.
2. Enter the anticipated tax withholding rate as a decimal. **Example:** 30% enter as 0.30
Where there is no tax treaty, the individual is ineligible for the tax treaty or chooses not to claim the tax treaty, leave the default amount set at 30%.
3. Using the voucher amounts, take the sums from the calculated net pay and IRS boxes. These amounts will be reflected on individual line items on the document created in FAMIS.
4. When using the tool multiple times, reset the fields each time.

Questions or More Information: Contact Kim Payne (kpayne@ag.tamu.edu).