

FOREIGN NATIONAL COMPLIANCE

Related Board of Trustees Policy: BP 5.6

OPR: Vice President for Administration

Approval: August 13, 2019

Revision:

FOREIGN NATIONAL COMPLIANCE

In accordance with Craven Community College BP 5.6, Craven Community College must withhold and report payments to foreign national (employees, contractors, vendors and students) per Internal Revenue Service (IRS) Code of Regulations 1441 and with policies established by the Office of the State Controller.

As part of the Foreign Nationals Compliance Program, Craven Community College is required to develop written internal policies and procedures that establish their own internal business flow process between Human Recourses, Student Services, and Account Payable at a minimum. Any payment to foreign employees, vendors, contractors, or students must be tracked and recorded.

The Vice President for Administration maintains detailed processes and other additional information regarding the management of the compliancy requirement.

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