

All Foreign Payee DPEZs should be submitted directly to the Taxation office for first review, rather than to a Financial Services accounting office. The Taxation Mail Stop Code is MSC01-1260, and the physical location is 3rd floor of the John and June Perovich Business Center, at the southeast corner of Lomas and University. Documents that are physically delivered during regular business hours to this location may be dropped off inside Suite 3100, in the basket labeled "Incoming-Unrestricted Accounting". Before 8:00 AM, after 5:00 PM, and between 12:00 PM and 1:00 PM, please put documents in the mailbox outside of Suite 3100.

If any changes need to be made to the document due to taxation or immigration issues, the department will be notified by Taxation staff. If no issues are found, the document will be approved by Taxation staff and forwarded to the appropriate Financial Services accounting office for final review and approval. Additionally, Taxation staff will no longer be accepting scanned DPEZs for review. The original paper documents with attachments must be submitted to Taxation for initial review.

These routing requirements apply to the following DPEZ Payee types, and ALL Payment Types:

- Foreign Student payee
- Foreign Individual payee
- Foreign Vendor
- Any documents with a printed Taxation approval signature line on the DPEZ

Please refer to the chart at the link below, which details pertinent information required for processing of Foreign Payee DPEZs.

<http://taxation.unm.edu/resources/foreign-payee-required-documents.pdf>