

Royalty Payments & Tax Treaty Procedures

Information and IRS forms for MIT Press authors

Forms are available in PDF format. You will need the latest version of the Acrobat Reader in order to view and print the forms.

Royalty Payment Schedule

Royalty statements and payments will be made for each royalty year ending March 31 and will be mailed to you on or before the following June 30. Please check your publishing agreement for exceptions.

Tax Forms for U.S. Citizens and Resident Alien Green Card holders

U.S. citizens and resident alien green card holders are required to complete a Form W9.

Tax Treaty Information for Foreign Nationals

Complete a form W8

If you do not have a US tax identification number, you will need to put your foreign tax identification number, from your country, on the form.

Tax Treaty Claim on Royalty Payments Using IRS Form W-8 (W8 Ben, W8Bene, W8Exp)

- [US Internal Revenue Service Form W-8BEN](#) (Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding)
- [Instructions for Form W-8BEN](#)

If you wish to claim a tax treaty benefit on MIT Press royalty payments, you must have a completed Form W-8 on file with us that include a federal identification number (either a Social Security Number or an Individual Taxpayer Identification Number (ITIN) or a foreign tax identification number you use for your country). According to the IRS, Form W-8 will remain in effect or a foreign tax identification number for three years as long as the filer's status and the information relevant to the filer's certification on the form remain unchanged or if payment is not made on a yearly basis. You will need to periodically review your copy of the form to make sure the relevant information in it is up to date.

If you have any questions regarding your W-8BEN forms, you may send your inquiries to Janice Miller in our Royalty Department at The MIT Press, Attn: Royalty Department, One Rodgers Street, Cambridge, MA 02142 or by email at millerj@mit.edu.

Other Tax Forms:

You can also check the IRS website (<http://www.irs.gov/>) for forms and further information.

- [Foreign Individual – W8Ben](#)
- [Foreign Organization – W8Bene](#)
- [Foreign Government – W8Exp](#)