

IS MY VENDOR READY FOR USE?

YES

GREAT - NOTHING ELSE FOR YOU TO DO

IF YOU KNOW YOUR VENDOR #
STUDENTS ID & EMPLOYEES ID
USE BANNER SCREEN: FTMVEND TO LOOK UP

W-8 BEN

Is your Vendor a Foreign National?
Is the work being performed in the US?
If you answered yes, please contact Payment Services x2398; your vendor may be subject to withholding.

NO

ITEMS REQUIRED:

W-9 or W-8 BEN The substitute W-9 is a legal requirement for IRS payment purposes.

As such, the person signing the W-9 must be an individual authorized to sign for the company and execute the IRS CERTIFICATIONS. Complete and sign or electronically sign and date. Foreign vendors should complete the W-8. Please contact Payment Services x2398 for additional assistance.

IMPORTANT: LLC businesses filed as Disregarded Entities must provide the parent information as registered with the US Internal Revenue Service per IRS form W-9 instructions and IRS publication 3402. Please contact your corporate tax offices or tax filing entity to verify your Disregarded Entity tax filing structure.

Banking Information

Banking Information EFT bank information should be provided , matching the company or individual name provided and remittance address.

Email Address:

For payment verification notice.