

Subject: New Vendor Requirements	Author: Kerry Kohl
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Domestic Vendors

W-9 and Vendor Survey Forms are required for all new vendors, **except** refunds/reimbursements for individuals and employees.

For PO-related purchases, please submit the W-9 and vendor survey to the Controller's Office. The documents can be faxed to 852-8228 or sent via campus mail to the Controller's Office, Attn: Vendor Database Specialists. Please note on the paperwork that the vendor will be used for a *PO-related purchase*.

For non-PO related purchases, please attach the W-9 and vendor survey form to the Request for Disbursement. For individuals and/or 1099-reportable payments, the vendor will be approved once all applicable paperwork has been received in the Controller's Office (i.e. the disbursement or travel voucher). *Please do not send these documents separately (or multiple sets) to the Controller's Office.*

Foreign Vendors

The W-8BEN form and Foreign Vendor Survey are required for all new foreign vendors.

(Please keep in mind that payment to foreign individuals for services performed in the US will continue to be paid via Payroll. Reimbursements to foreign individuals will continue to be paid via the Controller's Office and will follow the proceeding policy.)

Per IRS regulations, we are required to maintain W-8 forms with *original* signatures on file (vs. a W-9 that can be faxed or e-mailed). These forms are required before any new foreign vendor can be approved. Should the foreign vendor notify you that one of the other W-8 forms (W-8ECI or W-8INY) is more applicable to their organizational structure, please obtain the applicable version. Please note that this requirement also pertains to wire payments.

Please contact the applicable Vendor Database Specialist with any questions.