



SBF Internal Use Only

Vendor ID Number _____

TIN Match

Visual Compliance

Vendor Setup/Address Change Form

To avoid delays in Vendor creation, the current version IRS form www.irs.gov must accompany this form when submitting to SBF_Supplier_Request@stonybrookfoundation.org. Check the appropriate IRS form being attached:

- W-9 (Use for individuals who are U.S. citizens, U.S. resident aliens, or businesses organized in the U.S.)
W-8 (Use W-8BEN for non-U.S. individuals, W-8BENE for non-U.S. entities, or other W-8 forms as appropriate)

General Information NOTE - SBF needs 5 business days to set up a new vendor in Avid

SBU Employee SBU Student Individual Business Entity

If Employee or Student, provide Solar SBU ID

NEW VENDOR SET-UP Information from W-9 or W-8

Name (As shown on your income tax return)

Business Name/disregarded entity if different from above

Permanent Address

City/Town State/Province Postal Code Country

Mailing Address (If it is different from above)

City/Town State/Province Postal Code Country

INFORMATION FROM INVOICE (If Applicable)

Payee Name (as shown on invoice)

Mailing/Remit to Address (as shown on invoice)

City/Town State/Province Postal Code Country

UPDATE/CHANGE MAILING /REMIT TO ADDRESS NOTE- If it is different from Avid

Payee Name (Make Payment To)

Mailing/Remit to Address (different than above)

City/Town State/Province Postal Code Country

Types of Payment: NOTE -It is required to check the correct boxes to assure proper processing

- Professional services, Food providers, Independent Contractors, Honoraria, (1099N box 1)
Non-Employee reimbursements- Visitors (1099N box-1)
Non-Employee reimbursements - Students (1099M box-3 Other)
Space or equipment rental, On-line subscription (1099M box 1-Rent)
Goods, Employee reimbursements (1099M box 3-Other)
Awards, Prizes, Stipends, or Student benefit (1099M box 3-Other)
Intangible property, Copyrights, Patents (1099M box 2-Royalties)
Other
Service performed in USA Service performed outside USA (Only for Individuals/Business from foreign countries)