



Vendor Setup/Address Change Form

SBF Internal Use Only	
Vendor ID Number _____	
TIN Match <input type="checkbox"/>	Visual Compliance <input type="checkbox"/>

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 <input type="checkbox"/> SBU Student <input type="checkbox"/> Individual <input type="checkbox"/> Business Entity <input type="checkbox"/>			
SOLAR ID (Employee/Student ONLY) _____			
E-MAIL *REQUIRED for ACH Payments (domestic vendors/US Bank Account Holders only)			
<u>NEW VENDOR SET-UP</u>			
<u>INFORMATION FROM INVOICE</u> (If remit to Name is different, please specify remit to Name)			
Payee Name (as shown on invoice) _____			
Mailing/Remit to Address (as shown on invoice) _____			

City/Town	State/Province	Postal Code	Country
<u>UPDATE/CHANGE MAILING /REMIT TO ADDRESS</u> 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
<u>Types of Payment:</u> NOTE -It is required to check the correct boxes to assure proper processing			
<input type="checkbox"/> Professional services, Food providers, Independent Contractors, Honoraria, (1099N box			
<input type="checkbox"/> Non-Employee reimbursements – Students (1099N box 1)			
<input type="checkbox"/> Goods, Travel reimbursements (1099M box 3-Other)			
<input type="checkbox"/> Awards, Prizes, Stipends, or Student benefit (1099M box 3-Other)			
<input type="checkbox"/> Intangible property, Copyrights, Patents (1099M box 2-Royalties)			
<input type="checkbox"/> Other _____			
<input type="checkbox"/> Service performed in USA <input type="checkbox"/> Service performed outside USA (Only for Individuals/Business from foreign countries)			