PRINT FORM

RESET FORM

New Vendor Set Up

NEW VENDOR INFORMATION

School : Vendor Type: ☐ Vendor ☐ Employee ☐ Student

Vendor Name:

Vendor Address:

Street Address

City State Zip Code

Remittance Address:

Street Address

City State Zip Code

Phone Number: Extension:

Social Security Number ___ - ___ - ____ or Tax ID Number ___ - _____

Section I

Vendor will/may provide service now or in the future. ☐ Yes If yes proceed in Section II ☐ No If no proceed in Section IV

Section II

For domestic vendors providing services a W-9 is required. Please note that backup withholding of 28% will be taken from each payment until Form W-9 is received in Financial Services. For foreign vendors providing services a form 8233, W-8BEN, W-8ECI, W-8EXP or other IRS forms is required. These forms are not required for purchases of supplies unless the vendor also provides services.

☐ W-9 is attached
☐ W-9 will be forwarded to Financial Services upon receipt from vendor
☐ IRS Form 8233 is attached
☐ IRS Form W-8BEN is attached
☐ IRS Form W-8ECI is attached
☐ IRS Form W-8EXP is attached
☐ Other IRS Form is attached

NOTE: If W-9 Form is required and it is not submitted with the New Vendor Set Up form, backup withholding of 28% will be withheld from payments until the W-9 Form is received.

Section III

Is the vendor a Non California Resident Service Provider? ☐ YES ☐ NO

Will the payments by you to this vendor exceed $1,500? ☐ YES ☐ NO

If you answered Yes to both of these questions, additional documentation or California Non Resident withholding may be required. Please refer to our website http://www.cuc.claremont.edu/cucfs/ or contact your accounting team.

Section IV

Requested By: _____

Print Name Extension

Email Address: _____

Accounting Team Use Only

☐ email acctg. team _____ (name)

Approved By: _____

Signature Date

Approved By: _____

Treasurer's Office Signature (if applicable) Date

FOR FINANCIAL SERVICES USE ONLY

Entered by: _____ Date: _____ Vendor No. _____

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