

## Vendor Setup/Address Change Form

SDF Internal Use Only	SBF Internal	Use Only	
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Vendor ID Number \_\_\_\_\_

TIN Match \_

Visual Compliance

To avoid delays in Vendor creation, the current version IRS form <u>www.irs.gov</u> must accompany this form when					
submitting to <a>SBF_Sup</a>	plier_Request@stonybrookfoundation	n.org. Check the appropriate	IRS form being attached:		
	duals who are U.S. citizens, U.S. resident for non-U.S. individuals, W-8BENE				
General Information NOTE - SBF needs 5 business days to set up a new vendor in Avid					
SBU Employee	SBU Student 🗌 Individual	Business Entity			
SOLAR ID (Employe	ee/Student ONLY)				
E-MAIL *REQUIRED fo	or ACH Payments (domestic vendors/US B	ank Account Holders only)			
NEW VENDOR SE	ET-UP				
<b>INFORMATION FR</b>	<u>OM INVOICE (<mark>If remit to Name is</mark></u>	different, please specify rem	<u>it to Name )</u>		
Payee Name (as sho	own on invoice)				
Mailing/Remit to Ad	dress (as shown on invoice)				
City/Town	State/Province	Postal Code	Country		
UDDATE/CHANC	E MAILING /REMIT TO ADD	DESS NOTE If it is differ	ont from Avid		
UIDAIE/CHANG	E MAILING / KEMITI TO ADD	$\underline{\mathbf{L55}}$ <b>NOTE-ITITIS UNITER</b>	ent nom Aviu		
	Payment To)				
Payee Name (Make I					
Payee Name (Make I	Payment To)				
Payee Name (Make H Mailing/Remit to Ad City/Town	Payment To) dress (different than above)	Postal Code	Country		
Payee Name (Make H Mailing/Remit to Ad City/Town <u>Types of Payment:</u>	Payment To) dress (different than above) State/Province	Postal Code ne correct boxes to assure p	Country proper processing		
Payee Name (Make H Mailing/Remit to Ad City/Town <u>Types of Payment:</u> Professional serv	Payment To) dress (different than above) State/Province <u>NOTE -It is required to check t</u>	Postal Code <u>ne correct boxes to assure p</u> Contractors, Honoraria, (109	Country proper processing		
Payee Name (Make H Mailing/Remit to Ad City/Town Types of Payment: Professional serv	Payment To) dress (different than above) State/Province <u>NOTE -It is required to check th</u> ices, Food providers, Independent (	Postal Code ne correct boxes to assure p Contractors, Honoraria, (109 pox 1)	Country proper processing		
Payee Name (Make H Mailing/Remit to Ad City/Town Types of Payment: Professional serv Non-Employee re Goods, Travel rei	Payment To) dress (different than above) State/Province <u>NOTE -It is required to check th</u> ices, Food providers, Independent of eimbursements – Students (1099N b	Postal Code ne correct boxes to assure p Contractors, Honoraria, (109 pox 1) )	Country proper processing		
Payee Name (Make H Mailing/Remit to Ad City/Town Types of Payment: Professional serv Non-Employee re Goods, Travel rei Awards, Prizes, S	Payment To) dress (different than above) State/Province <u>NOTE -It is required to check th</u> ices, Food providers, Independent of eimbursements – Students (1099N bi imbursements (1099M box 3-Other	Postal Code ne correct boxes to assure p Contractors, Honoraria, (109 box 1) ) l box 3-Other)	Country proper processing		
Payee Name (Make H Mailing/Remit to Ad City/Town Professional serv Non-Employee re Goods, Travel rei Awards, Prizes, S	Payment To) dress (different than above) State/Province <u>NOTE -It is required to check th</u> ices, Food providers, Independent ( eimbursements – Students (1099N h imbursements (1099M box 3-Other Stipends, or Student benefit (1099M	Postal Code ne correct boxes to assure p Contractors, Honoraria, (109 box 1) ) l box 3-Other) x 2-Royalties)	Country proper processing		
Payee Name (Make H   Mailing/Remit to Ad   City/Town   Types of Payment:   Professional serv   Non-Employee recommendation   Goods, Travel recommendation   Awards, Prizes, S   Intangible proper   Other	Payment To) dress (different than above) State/Province NOTE -It is required to check the ices, Food providers, Independent of eimbursements – Students (1099N be imbursements (1099M box 3-Other Stipends, or Student benefit (1099M box rty, Copyrights, Patents (1099M box	Postal Code ne correct boxes to assure p Contractors, Honoraria, (109 pox 1) ) I box 3-Other) x 2-Royalties)	Country proper processing 9N box		
Payee Name (Make H   Mailing/Remit to Ad   City/Town   Types of Payment:   Professional serv   Non-Employee recommendation   Goods, Travel recommendation   Awards, Prizes, S   Intangible proper   Other	Payment To) dress (different than above) State/Province NOTE -It is required to check the ices, Food providers, Independent of eimbursements – Students (1099N be imbursements (1099M box 3-Other Stipends, or Student benefit (1099M box	Postal Code ne correct boxes to assure p Contractors, Honoraria, (109 box 1) ) I box 3-Other) x 2-Royalties)	Country proper processing 9N box		