**Vendor Setup/Address Change Form** 

**To avoid delays in Vendor creation, the current version IRS form**[www.irs.gov](http://www.irs.gov/) **must accompany this form when**

**submitting via the** [**Team Dynamix Vendor Profile Link.**](https://help.stonybrook.edu/TDClient/665/Portal/Requests/ServiceCatalog?CategoryID=2390) **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)

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|  **NOTE - Employees, Independent Contractors, PO's & Scholarships should not be submitted in Avid.** |
| **SBU Employee**  **SBU Student**  **Individual**  **Business Entity** **SOLAR ID (Employee/Student ONLY) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****E-MAIL \*REQUIRED for ACH Payments (domestic vendors/US Bank Account Holders only)**  |
| **NEW VENDOR SET-UP****INFORMATION FROM INVOICE (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** |
| **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**
* **Non-Employee reimbursements – Students (1099N box 1)**
* **Goods, Travel 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)** |