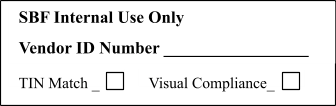
**Vendor Setup/Address Change Form** 

**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)

|  |
| --- |
| **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)** |