Request for Setup of New Vendor ID on Great Plains

Hugh L. Carey Battery Park City Authority

Instructions (enter your answers in the unshaded boxes)

1. Initiator must complete Sections A, B, C and D ***before*** Finance can process this Request.

2. The Contractor Tax ID & Company Structure must be supplied before Finance can setup the Vendor on Great Plains. Finance must know for certain the Vendor's company structure (i.e., partnership, sole proprietor, corporation) so that we may comply with IRS regulations governing the issuance of calendar year 1099s (1099-Misc).

3. Upon completion of this form, email it to your Department Head for Approval. He or she will verify the info you have supplied, indicate their approval on the form, and forward it via email to Finance: *Karl Koenig and Rekha Sewraj*

4. Finance will notify originator and Department Head of newly assigned Vendor ID.

Section A: Initiator Information					
Form Initiated By		Phone#		Date	
Goods/Services to be Provided by Vendor					
Section B: Vendor Profile					
Vendor Name					
Street Address					
City		State		Zip	
Contact		Phone		Fax	
Title		email			
Section C: Vendor Payment Address (if different from Street Address supplied in Section B)					
Payee Name to Display on Check					
Mailing Address for Check					
Section D: Vendor Tax Information					
Vendor Tax Structure (i.e., LLP, LLC, Corp, Sole Proprietor)					
Vendor Tax ID		( ) MBE ( ) WBE			
Source of Tax Info Entered Above	Name		Phone		
	Title		eMail		
Section E: BPCA Vendor ID					
BPCA Vendor ID		Set up as 1099-Misc Vendor	( ) Yes ( ) No		
Setup on Great Plains by		Date Setup on Great Plains			

Issued 03/01/04