



Vendor Setup/Address Change Form

To avoid delays in Vendor creation, the current version IRS form www.irs.gov must accompany this form when submitting to SBF_Supplier_Request@stonybrookfoundation.org. 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)

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(Employee/Student ONLY)

E-MAIL ***REQUIRED
FOR ALL***

NEW VENDOR SET-UP Information from W-9 or W-8

Name (As shown on your income tax return) _____

Business Name/disregarded entity if different from above _____

Permanent Address _____

City/Town _____ State/Province _____ Postal Code _____ Country _____

Mailing Address (If it is different from above) _____

City/Town _____ State/Province _____ Postal Code _____ Country _____

INFORMATION FROM INVOICE (If Applicable)

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 1)
☐ Non-Employee reimbursements- Visitors (1099N box-1)
☐ Non-Employee reimbursements – Students (1099M box-3 Other)
☐ Space or equipment rental, On-line subscription (1099M box 1-Rent)
☐ Goods, Employee 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)