

WILLIAM CAREY

U N I V E R S I T Y

Request to Add Vendor Form

Please complete this form and email to Accounts Payable, ap@wmcarey.edu.

A W-9 tax form must accompany this form for IRS purposes.

Incomplete or missing information will result in a processing delay.

To be completed by the requesting department		
Date of request	Department	
Requested by	Requester's Email Address	
To be completed by the vendor		
<p style="text-align: center;">Will your company accept purchase orders?</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Note: An original William Carey purchase order is required for all material purchases. Do not accept any order without a purchase order.</p> <p>*** William Carey accepts no responsibility for orders filled without a valid purchase order. ***</p>		
Individual or company name	Are you a William Carey employee? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Company's Federal Tax ID or Social Security number		
Remittance Address		
Street Address		
City	State	Zip
Contact person	Phone number	Email address
Signature of Vendor Representative or Individual		
Signature	Date	

FOR INTERNAL USE ONLY	
Date received: _____	1099 vendor <input type="checkbox"/> Yes <input type="checkbox"/> No

Instructions for requesting a vendor addition

1. Prior to submitting a check request or purchase order, complete the top section of the “Request to Add Vendor Form”.
2. Provide the vendor representative with the form to complete the remaining section of the “Request to Add Vendor Form”.
3. The vendor can then give you the completed form, or they can email it directly to the Accounts Payable office. If you receive the form, please ensure that all information is provided and that the vendor has included a W-9 tax form. Once confirmed, send the completed form and W-9 to the Accounts Payable office.
4. If any information is missing or if a W-9 is not attached, this will delay the payment process. To ensure timely payments are made and to uphold good vendor relations, please be diligent in gathering accurate and complete forms.

Why use a “Request to Add Vendor Form”?

The “Request to Add Vendor Form” will ensure that the Accounts Payable department has the most up-to-date information on the organization or individual providing the university with goods or services. The form will also confirm that the payments are made to the correct address, therefore reducing the number of returned and lost checks to incorrect addresses.

The form will also confirm that there is a current W-9 on file for the organization or individual. This is an IRS regulation, and we are required to have a current W-9 on all vendors, regardless of amount being paid.

When to use a “Request to Add Vendor Form”?

You should use the “Request to Add Vendor Form” each time you submit a check request or purchase order for an organization or individual with which your department has not previously conducted business. You should provide accounts payable with a completed form for all businesses from which you are purchasing goods, and also any individuals that may be providing you a service. This form should also be completed regardless of transaction amount.

The form should also be completed for any William Carey employee or student for which you are requesting a payment or reimbursement. It is important that we have current information on these individuals. This ensures that we process their payment correctly, and that we submit the payment to the correct address.

What if the vendor has already provided a good or service to the university?

If this is the first time in 12-months that you and/or your department has conducted business with the vendor a “Request to Add Vendor Form” must be completed. While much of the information may not have changed since the year before, we must confirm that the remittance address and other information important to processing their payment correctly. Although other departments at William Carey may use this vendor, it is important that you receive an updated form. Many vendors use different remittance addresses for various products and services they offer. Providing a current “Request to Add Vendor Form” will ensure that the correct address is used when making payment for your request.

What if we have used a vendor in the last 12-months, but need to update their information?

If you are made aware by the vendor that there has been a change to their information, please provide accounts payables with a “Vendor Change form”.