** Supplier Authorization Form: NEW Supplier UM 1679A**

Use this form for to establish a new supplier record. A completed and signed (by the supplier) form W-9 or W-8 BEN Series must accompany this request for ***all*** new supplier records or where the tax ID of an existing supplier has changed. For other changes to existing supplier records, use the change request (UM 1679B) instead.

***Type*** your responses in the fields. Handwritten requests will not be accepted.

**At least one additional form is required! See page 2.**

|  |  |
| --- | --- |
| Supplier name |  |
| Nature of goods/services this supplier offers for sale | [ ]  Auditor [ ]  Attorney [ ]  Consultant [ ]  Goods [ ]  Medical Services [ ]  Performer [ ]  Royalty [ ]  Speaker/Lecturer [ ]  Other Services |
| **REQUIRED: Description of services/reason for payment**  |  |
| Where will services will be provided | City | State |
|  Departmental contact’s email |  |
| Departmental contact’s phone |  |
|  Department of person completing form |  |
| **Purchase Order** address line 1Purchase Order address line 2CityStateZip codeIf foreign, list province and countrySupplier contact nameCompany email where POs will be dispatched**Send 1099 to this address?** [ ] **Remit to Address is the same as PO address?** [ ]  |  |
| **Remittance** address line 1Remittance address line 2CityStateZip codeIf foreign, list province and country**Send 1099 to this address?** [ ]  |  |
| **Comments for UMN supplier maintenance team** |  |

Send the completed request to vndrimg@umn.edu.
**Email’s subject must be NEW** (the letters n-e-w)**.**The system will reject *anything* and *everything* else.

Instructions

1. **Do you need the** [**UM 1650**](https://policy.umn.edu/forms/search-results?combine=1650) **Independent Contractor Authorization** form? This form is required for all individual/sole proprietor/single member LLC, employees and students.
2. **Which tax form** is needed?
	1. [**W-9**](https://policy.umn.edu/forms/search-results?combine=IRS+W9): All US citizens, permanent residents, or resident aliens ***must*** also submit a signed W-9 including: Corporations (subchapter C or S), partnerships, limited liability companies, government entities, non-profits/501(c) entities, students, employees, individuals, or those exempt from backup withholding.
	2. [**W-8BEN**](https://policy.umn.edu/forms/search-results?combine=W-8): All foreign nonresident individual and U.S. Agent of Foreign Person ***must*** also submit a signed W-8BEN when payment is for services performed (by a foreign individual) in the U.S, for royalties, interests, dividends, rent on property located in the U.S., or scholarships paid to non-U of M students for study in the U.S.
	3. [**W-8BEN-E**](https://policy.umn.edu/forms/search-results?combine=W-8): All foreign entity (other than individual) and U.S. Agent of Foreign Entity ***must*** also submit a signed W-8BEN-E when payment is for services performed (by a foreign individual) in the U.S, for royalties, interests, dividends, rent on property located in the U.S.

|  |  |  |  |
| --- | --- | --- | --- |
| **Status** | **W-9** | **W-8BEN** | **W-8BEN-E** |
| US citizen | Yes | No | No |
| Permanent resident | Yes | No | No |
| Resident alien | Yes | No | No |
| Foreign nonresident individual | No | Yes | No |
| US Agent of a Foreign Person | No | Yes | No |
| Foreign entity other than individual | No | No | Yes |
| US Agent of a Foreign Entity | No | No | Yes |

1. Send the completed request to vndrimg@umn.edu. (This address is a Perceptive Content drawer, ***not*** for correspondence—it is ***not*** monitored for messages.)
2. Requests sent to that address are automatically imaged and sent to the EFS Supplier Maintenance team. **IMPORTANT:** The imaging system (Perceptive Content) will automatically reject your request if the following aren’t correct:
* **Email’s subject must be NEW. Literally the letters n-e-w.** The system will reject *anything* and *everything* else.
* If there are multiple attachments associated to your request, **each form must be its own file**. Do ***not*** combine this form and the W-9 together into one file. Combined attachments cannot be accepted.
* Do ***not*** use hyphens, symbols, or special characters in your file names. The system will reject those.

**Questions?**

**Contact the University Financial Helpline at (612) 624-1617 or** **controller@umn.edu****.**

You may delete these instructions *after* you’ve completed the form;
there’s no need to send the instructions page into Perceptive Content.