

Vendor Process

Julie Hughes
Travel & Complex Payment Supervisor

Melanie Stricklin
Travel Reconciliation and Vendor Set-up



Agenda

- When do I need to submit a vendor form?
- What type of forms do I need to submit?
- What should I know when completing the forms?
- Where do I submit the forms?
- Direct Deposit for Vendors
- What is the Vendor Set-up process?
- Contact info
- Questions?



When do I need to submit a vendor form?

- Check to see if vendor has already been created
 - Refer to the [How to Look up Vendors](#) guidance
 - Steps for Banner
 - Steps for 49er Mart
- Payee already has an 800# but not a vendor
 - Payments for services (1099)
 - Incomplete vendor file
- Company is active in Banner but not in 49er Mart
 - Email Purchasing agent in order to request vendor to be added to 49er Mart

*Note that, for tax reporting purposes, certain payees (students, employees) currently set up in Banner as “vendors” may still need to complete a Vendor Information Form if payments unrelated to their status as a student or employee are being made to them.



What type of forms do I need to submit?

- For a US Person or Company
 - Submit the Vendor Information Form
 - W9
- Non-US Citizen Person
 - Form W-8BEN and FNIF
 - Copies of immigration documents may be necessary when Tax Office reviews
- Non-US Citizen Company
 - Form W-8BEN-E
- Vendor is active in Banner but contact info does not match payment information
 - SOADDRQ - VR
 - Ensure not Inactive
 - Vendor Maintenance form



What should I know when completing the forms?

- Requesting Department Contact Information
- All US Vendor Information forms require the following:
 - Applicable section in Part 1 – Tax Status
 - Part 3 - Address
 - And Part 4 - Certification

UNC Charlotte		
Vendor Information Form (aka Taxpayer Information Form)		
PAYMENTS WILL NOT BE RELEASED UNTIL THIS FORM IS COMPLETED AND RETURNED.		
<p>We are required by federal law to obtain this information for each person to whom the University makes a payment. Failure to provide this information may result in payments being subject to 28% backup withholding and penalties imposed by the IRS. Once the form is completed, fax to 704-687-1450, or mail to UNC Charlotte, Travel & Complex Payments, 9201 University City Blvd, Reese Building, 3rd Floor, Charlotte, NC 28223. Completed forms containing an Employer Identification Number (EIN) may be emailed to ImageNowVend@uncc.edu. This form is for U.S. persons only. A resident alien is considered a U.S. person for tax purposes. If you are a foreign person, complete Vendor Information Form-Foreign Persons (Form W-8BEN) and the Foreign National Information Form-Visitor Version. For questions regarding any of these forms, please contact vendor-setup@uncc.edu or 704-687-5764.</p>		
Requesting Department: _____	Contact name: _____	Contact Phone: _____
Purpose of Payment: _____		
Part 1: TAX STATUS (complete the section that applies)		



What should I know when completing the forms?

- Businesses complete:
 - All parts including part 2 – Other Information
 - Part 1 – Can be Sole Proprietor, Partnership, Corporation
 - Note: most Sole Proprietors use SSN on form
- Payment to a US individual - not a company
 - Part 1 - US Individual section only
 - Tax reporting is based on SSN



What should I know when completing the forms?

- Payment to a Foreign Person
 - Complete W8BEN
 - Foreign National Information form

Form W-8BEN (Rev. February 2014) Department of the Treasury Internal Revenue Service	Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding and Reporting (Individuals) ▶ For use by individuals. Entities must use Form W-8BEN-E. ▶ Information about Form W-8BEN and its separate instructions is at www.irs.gov/formw8ben . ▶ Give this form to the withholding agent or payer. Do not send to the IRS.
--	---

- Payment to a Foreign Company
 - W8BEN-E

Form W-8BEN-E (Rev. April 2016) Department of the Treasury Internal Revenue Service	Certificate of Status of Beneficial Owner for United States Tax Withholding and Reporting (Entities) ▶ For use by entities. Individuals must use Form W-8BEN. ▶ Section references are to the Internal Revenue Code. ▶ Information about Form W-8BEN-E and its separate instructions is at www.irs.gov/formw8bene . ▶ Give this form to the withholding agent or payer. Do not send to the IRS.	OMB No. 1545-1621
Do NOT use this form for: • U.S. entity or U.S. citizen or resident • A foreign individual		Instead use Form: W-9 W-8BEN (Individual) or Form 8233



Common Errors

- No contact information for Dept
- Form not completed/signed
- Forms with SSN emailed (Data Security risk)
- Forms with multiple Tax Status completed
- Purpose for payment not complete
(this is required for tax reporting requirements)
- Not completing correct form type for payee



Where do I send the forms?

- Vendor form with SSN
 - Do not email form
 - Must fax 704-687-1450
 - Campus mail
 - Mail/Hand Deliver
- Vendor form with EIN and no SSN
 - Can email form to imagenowvend@uncc.edu
- Questions:
 - Email vendor-setup@uncc.edu



Direct Deposit for Vendors

UNC Charlotte | Direct Deposit Vendor Authorization Agreement

-- Complete, sign, and attach a voided check or a form letter from your banking institution for account verification with this form. Forms will not be processed without required information. --

Please submit completed form and attachments via one of these options (do not email)

Drop off	UNC Charlotte	OR	Fax to: 704-687-1463
or	Accounts Payable, Reese Bldg., 3rd Floor		
Mail to:	9201 University City Blvd. Charlotte, NC 28223-0001		

- Direct Deposit
 - Direct Deposit form should be completed unless vendor does not accept direct deposit
- Submit DD forms to Accounts Payable
 - Fax 704-687-1463
 - Mail/Hand delivered 3rd floor Reese
- Students/Employees
 - Update their information online



What is the vendor set-up process?

- Form is received
 - Scanned into our secure Imaging system
 - TIN match SSN/EIN with IRS
- Companies
 - Reviewed by Purchasing for 49er Mart activation
 - Vendor checked against State/Federal Debarred Lists
 - May require IRAN Divestment Act statement
- Foreign Persons
 - Visual Compliance is checked
 - Federal Restricted Party Screening



What is the vendor set-up process?

- Once all reviews are complete
 - Vendor is created in Banner
 - If approved, activated in 49er Mart
- 800# is emailed to department contact as listed on form
 - Advised if active in 49er Mart
- Vendor Maintenance Requests
 - Updated address type is emailed to department
- Processing time 2-3 business days

*Note: Processing times can be delayed during times of high volume



Contacts:

- Vendor-setup@uncc.edu
- Fax 704-687-1450

- Melanie Stricklin
 - Travel Reconciliation & Vendor Setup Specialist
 - 7-8825
- Julie Hughes
 - Travel & Complex Payments Supervisor
 - 7-5650



Questions?

