

FAMIS Vendor Setup Instructions

In an attempt to make processing vendor setup requests more efficient, Finance and Administration has changed the way in which departments are to submit the Vendor ID Setup Information Forms and IRS Form W-9s. The two acceptable methods for submitting your requests to Finance and Administration are:

- 1) Scan the forms and drop into Laserfiche folder TAMHSC\9.0 In-Boxes\W-9 Request Forms-Vendor Set ups

Or

- 2) Send the forms as an email attachment to vendorsetups@tamhsc.edu.

The Vendor ID Setup Information Form can be found in the Forms section on our webpage located at <http://www.tamhsc.edu/departments/finance-admin/general-accounting/index.html>.

The following fields of the form must be completed in order for it to be processed by Finance and Administration:

- Vendor Type (must be appropriately checked – if you are not sure, contact the vendor)
- Federal Id# or Social Security #
- Vendor Name
- Remittance Address (as found on the invoice)
- Type of funds to be used (State, Local or Both)
- Requested by information section

Domestic Vendors

- If the Vendor Type requires an IRS Form W-9, the requestor must obtain a legible, signed, dated form with the appropriate boxes completed by the vendor. It is also required that the vendor provide either a Federal ID number or a Social Security number on the form in order for them to be set up in FAMIS. For your convenience, the IRS Form W-9 can also be found on the Finance and Administration General Accounting website.
 - If you are paying for services and the vendor has already been set up in FAMIS without a W-9, a current W-9 form is required. (You can check FAMIS screen 103 “W-9 Date” field ---- if the field is blank, then we need a W-9)
- Address changes will require a Vendor ID Setup Information Form to be completed and submitted. You will be notified if a W-9 form is required. NOTE: If you find that the original request form was submitted with correct information but entered into FAMIS incorrectly, an email to vendorsetups@tamhsc.edu requesting the data entry correction will be accepted.
- If the vendor will not provide an EIN and it is a 1099 reportable payment (i.e. \$600 or greater for services or rentals) HSC will have to withhold 28% of the payment and remit to the IRS.

Foreign Vendors

- A W-8 BEN or W-8 ECI is required to set up a foreign vendor in FAMIS
 - If the foreign entity will not provide or properly complete a W-8 BEN or W-8 ECI, and if the payment is US sourced income (means in most instances performed within the US) and a 1042 reportable (services, rentals, software licenses, etc) payment, then HSC will have to withhold 30% of the payment and remit to the IRS.

- If a foreign individual provides a 1042 reportable service (service that is performed in the U.S.) and wants to take advantage of a tax treaty they must complete Glacier. Glacier completes the form 8233 or W-8 BEN (among other paperwork) for the foreign individual if there is any tax treaty available. If there is no tax treaty available for the payment, Glacier will not generate form 8233 or W-8 BEN, and you will need to submit a Certificate of Foreign Status form to set up this vendor in FAMIS. If you are paying a foreign individual for a service, please refer to the link Foreign Vendors - FMO at Texas A&M - Division of Finance
- A Certificate of Foreign Status form will only allow the foreign vendor to be set up in FAMIS, but will not allow the vendor to take advantage of a tax treaty.

Employees and Students

- A W-9 is not required if the vendor is a current employee or student.

- If the vendor is a current employee or student please fill out and submit the form Vendor ID Setup Information Form.
 - If the vendor is not a current employee or student refer back to Domestic and Foreign Vendor instructions.

You are reminded that legible documents with complete information must be submitted in order for your request to be processed. You will be notified to resubmit your request if it is missing information or is illegible causing delays in processing. Finance and Administration will make our best effort to process properly submitted documents within 24 hours.