Section 04.01
SETTING UP A VENDOR IN FAMIS

In order to pay a vendor, the vendor must be set up in the FAMIS accounting system. A Texas A&M University-Corpus Christi Substitute Form W-9 (vendor create form) must be filled out and submitted to the Accounts Payable department prior to encumbering the funds.

The form can be accessed and filled out online. Just enter in the required fields and click the Print button.

The form must be signed by the vendor and must contain TAMUCC contact information. Once your form is signed, fax it to Accounts Payable at (361)825-2884. Please be sure to allow at least 24-48 hours for processing. An Accounts Payable Specialist will contact you when your vendor has been set up. If you haven't heard from someone within 2 working days, please call Mary Couteau at ext. 5780 for vendors starting with the letters A-M and Diane Hudson at ext. 2779 for vendors starting with N-Z.
Please complete the following Substitute W-9. We are required by law to obtain this information from you when making a reportable payment to you. You are required to provide your correct Social Security Number or Employer Identification Number to us. If you do not furnish a valid TIN, or if you are subject to backup withholding, Texas A&M University-Corpus Christi is required to withhold 28% of its payment to you.

Please keep in mind if you do not provide us with this information, you may be subject to a $50 penalty imposed by the Internal Revenue Service under section 6723 and we will automatically withhold 28% of your payment.

**FOREIGN COMPANIES or INDIVIDUALS:**
Do NOT use this form. Go to the IRS website http://irs.gov and fill out the Form W-8BEN. Please fax the completed W-8BEN to (361) 825-2884.

Substitute W-9 Instructions:

1. Part 1 must be completed. Check the box that indicates your tax status.
2. Complete Part 2 if you are exempt from Form 1099 reporting.
3. Complete Part 3 by filling in all lines.
   
   **Form must be signed by vendor’s authorized representative.**
4. Enter in the name of the TAMU-CC contact.
5. Submit the completed form to TAMU-CC Accounts Payable Department.

Please Note:

No Social Security Number is required if the individual is requesting a refund for the cancellation of registration fees, i.e. Summer Camps, Recreation Activities, etc. Refund of registration fees paid with a check requires extra processing time unless a copy of the cancelled check is provided.
**Setting Up A Vendor In FAMIS**

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### Texas A&M University - Corpus Christi Substitute Form W-9

#### Part 1 - Identification number

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<th>Name (First name, middle initial, last name)</th>
<th>E-mail</th>
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<th>Business name (if different from above)</th>
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#### Check appropriate box:
- [ ] Employee
- [ ] Corporation (Gross Profit) **
- [ ] Non-Student
- [ ] Student
- [ ] Other (i.e. conferences, organizations) **
- [ ] Prospective Employee
- [ ] Individual/Sole Proprietor **
- [ ] Partnership **
- [ ] Exempt from Backup Withholding

#### Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1. For individuals, this is your social security number (SSN). For a resident alien, sole proprietor, or disregarded entity see the IRS website for instructions.

For other entities, it is your employer identification (EIN). If you do not have a number, see the IRS website for instructions on how to get one. **

** Partnerships and Sole Proprietorships must submit SSN's for ALL partners receiving payments from TAMU-CC.**

#### Part - 2 Exemption:

If exempt from Form 1099 reporting, check your qualifying exemption reason below (check one):

- [ ] Corporation
- [ ] Note there is no corporate exemption for medical & health care payments
- [ ] Tax Exempt
- [ ] Entity under 501 (c)(4) or (c)(5)
- [ ] Note there is no corporate exemption for medical & health care payments
- [ ] The United States or any of its agencies or instrumentalities
- [ ] A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or agencies
- [ ] A foreign government or any of its political subdivisions or an international organization in which the United States participates under a treaty or act of Congress

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me) and;
2. I am not subject to backup withholding because: a) I am exempt from backup withholding, or b) I have been notified by the IRS that I am subject to backup withholding as a result of a failure to report all interest and dividends, or c) the IRS has notified me that I am no longer subject to backup withholding, and;
3. I am a U.S. person (including a U.S. resident alien).

Certification Instructions: You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply.

#### Part 3 - Certification

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Please return to: Texas A&M University - Corpus Christi - Accounts Payable, 6300 Ocean Dr, Unit 6733
Corpus Christi, Texas 78412-6733

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***This is a copy of the form. To print the actual form, go to the Accounts Payable website, under online forms, Vendor Create Form.***

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