



# FOREIGN VENDOR REGISTRATION REQUEST

**TYPE OR PRINT INFORMATION NEATLY. PLEASE REFER TO INSTRUCTIONS FOR MORE INFORMATION.**

## Part I: Vendor Information

Legal Business Name: Extension:

If using a DBA, please list below:

Enter your nine-digit United States (US) issued Taxpayer Identification Number here: (Do not use dashes)

--	--	--	--	--	--	--	--	--

Is your business required to have a US TIN?  Yes  No

## Part II: Address

### Physical Address:

### Remittance Address:

Number, Street, Apartment, Suite Number or Rural Route:

Number, Street, Apartment, Suite Number or Rural Route:

City or town, state or province:  
(Include postal code and country where appropriate.)

City or town, state or province:  
(Include postal code and country where appropriate.)

## Part III: Individual Authorized to Make Legal/Financial Decisions for the Vendor

Vendor Contact Person:

Title:

E-mail Address:

Phone Number:

Extension:

## Part IV: NYS Agency Information

Name of Agency:

Name of Requester:

E-mail Address:

Phone Number:

Extension:

Are you entering into a contract with this vendor?  Yes  No

What is this vendor supplying?  Goods/Materials  Services  Both

Does the vendor have a physical presence in the US?  Yes  No If yes, what is the US location? \_\_\_\_\_

**SUBMIT FORM TO NYS OFFICE OF THE STATE COMPTROLLER – VENDOR MANAGEMENT UNIT**  
**By FAX (518) 473-4392, Email at [VMU@osc.state.ny.us](mailto:VMU@osc.state.ny.us) with "Foreign Vendor Registration Request" in the subject line**  
**or mail to: 110 State Street Mail Drop 10-4, Albany, NY 12236-0001**

**FOR VMU USE ONLY**

**NYS Office of the State Comptroller**  
**Instructions for Foreign Vendor Registration Request**

---

New York State (NYS) must obtain correct Taxpayer Identification Number (TIN) in order for the State to comply with the Internal Revenue Service (IRS) federal reporting regulations.

Any payee/vendor who wishes to do business with NYS must be registered in the NYS Vendor File. Most foreign vendors will be required to have a TIN. Agencies will use this form to apply for a Foreign Vendor ID. The State agency must submit a completed the Foreign Vendor Registration form and the appropriate IRS Form W-8 or 8233 to obtain certification of the foreign vendors TIN. VMU will review all request forms and register all approved Foreign Vendors in the NYS Vendor File.

**Part I: Vendor Information**

**Legal Business Name:** For individuals, enter the name of the person who will do business with NYS as it appears on the Social Security card or other required Federal tax documents. An organization should enter the name shown on its charter or other legal documents that created the organization. Do not abbreviate names.

**DBA (Doing Business As):** Enter your DBA name.

**Taxpayer Identification Number (TIN):** Enter your nine-digit Social Security Number, Individual Taxpayer Identification Number (ITIN)<sup>2</sup> or Employer Identification Number.

**Is your business required to have a US TIN?**

- a. If an entity **has a physical presence** in the US and is supplying a good or service, the entity needs to complete the appropriate IRS form. The appropriate IRS form must include the US issued TIN.
- b. If an entity **has no physical presence** in the US and is providing a **service**, the entity needs to complete the appropriate IRS form. The appropriate IRS form must include the US issued TIN.
- c. If an entity **has no physical presence** in the US and is supplying **goods or materials**, the entity needs to complete the appropriate IRS form. The appropriate IRS form **does not require** a US issued TIN.

**Part II: Address**

**Physical Address:** List the location of where your business is physically located.

**Remittance Address:** List the location where payments will be delivered.

**Part III: Individual Authorized to Make Legal/Financial Decisions for the Vendor**

Please provide the contact information for an executive at your organization. This individual should be a person who makes legal and/or financial decisions for your organization.

### **Part III: NYS Agency Information**

The Agency staff requesting the foreign vendor registration. Agency staff are also asked to determine whether or not this vendor is supplying goods and/or services and if the agency is entering into a contract.