

With the implementation of the State Financial System (SFS), there will be new policies and procedures regarding payments made to all individuals.

1. In order for the City University of New York (CUNY) to process an encumbrance or payment for goods and/or services, individuals are now required to be a registered and validated vendor with the State of New York.
2. **Graduate Center's (GC) employees, students and other CUNY employees** can be added to the vendor file through the Accounts Payable Department. Once we receive all the required information below, we can request a New York State Vendor SFS Number on your behalf.
  - a. Prior to submitting a reimbursement request, review to ensure that all the required information is completely filled in, legible and accurate. Payee Social Security or Individual Tax Identification Number, payee's name, permanent and remittance addresses, contact information; include email address and phone number, and authorized signatures must appear on each request.
  - b. On the NYS Travel Voucher, you are required to indicate the address of the employee's primary work location in the field identified as "Official Station," for example, **Graduate Center, 365 Fifth Ave, NY, NY**
  - c. On the NYS Standard Voucher, you are required to indicate the name of the employee's primary work location in the field identified as "Name of Company," for example, **Hunter College, NY, NY**
3. **Non-CUNY employees that are U.S. Citizens or Permanent Residents** are required to complete a **CUNY Vendor Registration Form** in order for CUNY to apply for a New York State SFS Vendor Number on your behalf. Please download and complete a CUNY Vendor Registration Form.

[http://www.gc.cuny.edu/CUNY\\_GC/media/CUNY-Graduate-Center/PDF/Office%20of%20business%20and%20finance/Purchasing%20Dept/CUNY\\_Vendor\\_Registration\\_Form.pdf](http://www.gc.cuny.edu/CUNY_GC/media/CUNY-Graduate-Center/PDF/Office%20of%20business%20and%20finance/Purchasing%20Dept/CUNY_Vendor_Registration_Form.pdf)

The guidelines below will assist you with the completion of the form:

#### **Part I: Vendor Information**

1. Legal Business Name: Enter the name of the individual as it appears on federal tax documents
2. Doing Business As (DBA): Alternate Name for the payee if applicable
3. Entity Type (check one only): Individual / Sole Proprietor

#### **Part II: Tax Payer Identification Number**

1. Enter TIN here: Enter your Federal Identification Number
  - a. Social Security Number (SSN) for U.S. persons – **DO NOT EMAIL – fax or mail the form to CUNY Central Vendor Management Unit as indicated**
  - b. Individual Tax Identification Number (ITIN) for Non U.S. person
2. Tax Payer Identification Type:
  - a. Check the appropriate box that corresponds with your TIN

#### **Part III: Company Address**

1. Enter the address of the individual's primary residence

#### **Part IV: Default Remit to Address**

1. If different from above- enter the location where you want your payment to be delivered

## Skip Part V

### Part VI: Contact Information

Provide the individual contact information to ensure you receive an invitation to join the “NYS Vendor Self Service.” The portal will allow you to manage your address/contact information and search details about payments. For more information, visit <http://www.osc.state.ny.us/vendors/vendorguide/guide.htm>

- a. Contact’s email address
- b. Contact’s phones number

## Skip Part VII, VIII, & IX

### Part X: Commodity / Services

Enter XX-SSNO – Non-Commodity Vendors (Social Security)

4. **Non-CUNY employees that are not U.S. Citizens or Permanent Residents** are also required to complete the following :

Form 1. [CUNY Vendor Registration Form](#)

Form 2. [New York State Foreign Vendor Registration Request Form](#)

Form 3. IRS Form W-8... Visit the IRS website at: [www.irs.gov](http://www.irs.gov)

All the required documents should be forwarded to CUNY Vendor Management Unit where a New York State SFS Vendor Number will be requested on your behalf. Note that the information requested on all forms is identical.

- a. If the individual is/was **physically present** in the U.S. and supplied **goods/services** a TIN number is required. (Use Forms 1, 2, & 3).
- b. If the individual is/was **not physically present** in the U.S. and supplied **services**, a TIN number is required. (Use Forms 1, 2 & 3).
- c. If the individual is/was **not physically present** in the U.S. and is supplying **goods**, a TIN number is not required (Use Forms 1 & 2).

Since most individuals who seek to do business with CUNY will be physically present in the US and providing a service, they MUST first apply and receive an ITIN number from the IRS using Form W-7.

It is in the best interest of the individual or anyone acting on their behalf, to **PRINT** and **RETAIN** a copy of all the necessary forms that were completed in the vendor request process. We ask that a copy of the forms be forwarded to the Accounts Payable Department along with reimbursement requests.

**'Lack of required information/documentation will delay the issuance of future encumbrances and/or payments'.**

Should you have any questions about the new guidelines and procedures regarding payments to individuals in the forthcoming SFS system, please contact Angella Bowley, Director of Accounts Payable. I can be reached at [abowley@gc.cuny.edu](mailto:abowley@gc.cuny.edu) or 212-817-7668. I also welcome the opportunity for anyone who wishes to discuss the matter face to face. In this case, please contact me to set up an appointment.