



# THE TEXAS A&M UNIVERSITY SYSTEM

## Vendor Information Sheet

Note: All BOLD fields are required

System Member \_\_\_\_\_ Aggie Buy \_\_\_\_\_ Concur \_\_\_\_\_ Funds \_\_\_\_\_

Vendor Type (Please check one)

**W9 Not Required**

**W9 Required**

**W8 Form or Certificate of Foreign Status Form Required**

\_\_\_\_ Employee/Student

\_\_\_\_ Individuals/Sole Proprietor

\_\_\_\_ All Foreign Company/Individuals

\_\_\_\_ Refund

\_\_\_\_ All Corporations

\_\_\_\_ Prospective Employee/Student

Federal Id # (SSN or UIN – UIN's only for TAMU, TAMG & TAMHSC) \_\_\_\_\_

Vendor Name: \_\_\_\_\_

Remittance Address: \_\_\_\_\_

\*\*\*If adding to Aggie Buy you must provide an Email Address for PO Distribution (for individuals/students/employees, if you are just paying for a reimbursement or refund, this must be indicated in the notes section below)

Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Notes: \_\_\_\_\_

Prepared by: \_\_\_\_\_

Name & Dept: \_\_\_\_\_

Phone #: \_\_\_\_\_

E-mail address: \_\_\_\_\_

When completed FAX to: Accounts Payable (979) 458-4191 or Mail to: FMO-AP Mail Stop 6000  
Form Necessary For: Current employees, current students, prospective employee, prospective students, refunds & address changes. If you have any questions please email them to [vendorhelp@tamu.edu](mailto:vendorhelp@tamu.edu) (Rec 09/2017)