



Supplier Authorization Form: **NEW** Supplier

UM 1679A

Use this form for to establish a new supplier record. A completed and signed (by the supplier) form W-9 or W-8 BEN Series must accompany this request for **all** new supplier records or where the tax ID of an existing supplier has changed. For other changes to existing supplier records, use the change request (UM 1679B) instead.

Type your responses in the fields. Handwritten requests will not be accepted.

At least one additional form is required! See page 2.

Supplier name	
Nature of goods/services this supplier offers for sale	<input type="checkbox"/> Auditor <input type="checkbox"/> Attorney <input type="checkbox"/> Consultant <input type="checkbox"/> Goods <input type="checkbox"/> Medical Services <input type="checkbox"/> Performer <input type="checkbox"/> Royalty <input type="checkbox"/> Speaker/Lecturer <input type="checkbox"/> Other Services
REQUIRED: Description of services/reason for payment	
Where will services will be provided	City _____ State _____
Departmental contact's email	
Departmental contact's phone	
Department of person completing form	
Purchase Order address line 1 Purchase Order address line 2 City State Zip code If foreign, list province and country Supplier contact name Company email where POs will be dispatched Send 1099 to this address? <input type="checkbox"/> Remit to Address is the same as PO address? <input type="checkbox"/>	
Remittance address line 1 Remittance address line 2 City State Zip code If foreign, list province and country Send 1099 to this address? <input type="checkbox"/>	
Comments for UMN supplier maintenance team	

Send the completed request to vndring@umn.edu.

Email's subject must be NEW (the letters n-e-w).

The system will reject *anything* and *everything* else.

Instructions

1. Do you need the [UM 1650 Independent Contractor Authorization](#) form? This form is required for all individual/sole proprietor/single member LLC, employees and students.
2. Which tax form is needed?
 - a. [W-9](#): All US citizens, permanent residents, or resident aliens **must** also submit a signed W-9 including: Corporations (subchapter C or S), partnerships, limited liability companies, government entities, non-profits/501(c) entities, students, employees, individuals, or those exempt from backup withholding.
 - b. [W-8BEN](#): All foreign nonresident individual and U.S. Agent of Foreign Person **must** also submit a signed W-8BEN when payment is for services performed (by a foreign individual) in the U.S, for royalties, interests, dividends, rent on property located in the U.S., or scholarships paid to non-U of M students for study in the U.S.
 - c. [W-8BEN-E](#): All foreign entity (other than individual) and U.S. Agent of Foreign Entity **must** also submit a signed W-8BEN-E when payment is for services performed (by a foreign individual) in the U.S, for royalties, interests, dividends, rent on property located in the U.S.

Status	W-9	W-8BEN	W-8BEN-E
US citizen	Yes	No	No
Permanent resident	Yes	No	No
Resident alien	Yes	No	No
Foreign nonresident individual	No	Yes	No
US Agent of a Foreign Person	No	Yes	No
Foreign entity other than individual	No	No	Yes
US Agent of a Foreign Entity	No	No	Yes

3. Send the completed request to vndring@umn.edu. (This address is a Perceptive Content drawer, **not** for correspondence—it is **not** monitored for messages.)
4. Requests sent to that address are automatically imaged and sent to the EFS Supplier Maintenance team.
IMPORTANT: The imaging system (Perceptive Content) will automatically reject your request if the following aren't correct:
 - **Email's subject must be NEW. Literally the letters n-e-w.** The system will reject *anything* and *everything* else.
 - If there are multiple attachments associated to your request, **each form must be its own file.** Do **not** combine this form and the W-9 together into one file. Combined attachments cannot be accepted.
 - Do **not** use hyphens, symbols, or special characters in your file names. The system will reject those.

Questions?

Contact the University Financial Helpline at (612) 624-1617 or controller@umn.edu.

You may delete these instructions *after* you've completed the form; there's no need to send the instructions page into Perceptive Content.