New Vendor Verifications, Updating Existing Vendors and Foreign Vendors.

Confidential Information:

In accordance with Texas state Law (TAC §202) and Texas A&M University System Policy, confidential information such as Social Security Numbers or Bank Account Information may not be sent via email.

After 05/25/2018, email submissions of confidential vendor setup information or other confidential data will no longer be accepted via email. Emails containing SSN or other confidential information will be blocked from being sent or received. In order to prevent the unauthorized disclosure and provide for the secure upload of Vendor Setup Forms and other confidential data, a secure upload form is provided at [Vendor Setup Document Upload Web Page.](https://apps.tamuds.tamu.edu/SecureUpload/vendor-setup) If you should have questions regarding the Vendor Document Upload Web Page, see the [Vendor Setup Document Upload Instructions.](https://fmo.tamu.edu/vendor-setup/_media/vendor-setup-document-upload-instructions.pdf)

Direct Deposit Requirement:

As of January 01, 2019, all domestic vendors will be paid via direct deposit. Vendors will sign up for direct deposit using the [Substitute W9 & Direct Deposit](https://fmo.tamu.edu/vendor-setup/_media/substitute-w9.pdf) form.

Any domestic vendors who will not accept payment via direct deposit will need to request an exception via email at [vendorhelp@tamu.edu](mailto:vendorhelp@tamu.edu) & provide a reason in the request for the exception. If a vendor setup request is sent in after January 1, 2019 with no direct deposit information provided, the vendor setup request will be returned to have the vendor provide the direct deposit information.

Notice to All Vendors Receiving Payment by EFT or ACH:

Texas A&M University is obligated to comply with the requirements of the United States Department of Treasury Office of Foreign Assets Control (OFAC), which oversees payments sent outside the territorial jurisdiction of the United States. This includes automated clearing house (ACH) payments, such as electronic funds transfers (EFT). Effective September 18, 2009, the University is obligated to identify as an “International ACH Transaction” (IAT) any EFT payments that are (1) made by the University to a financial institution located outside the U.S. or (2) made by the University to a domestic financial institution if that financial institution immediately transfers the full deposit amount to a financial institution outside the U.S. in a “back-to-back” transaction.

If you have instructions with your recipient bank to immediately wire the full amount of the direct deposit to a foreign bank, we request that you complete a form that provides further details about the foreign transaction. The form, with instructions on completion and where to return, may be accessed [here.](https://fmo.tamu.edu/media/65324/74-176.pdf)

To comply with the OFAC requirements going forward, Texas A&M University will require that vendors confirm, at the time that they request that payment be made by EFT, that the EFT is being made to a domestic financial institution and will not be part of a “back to back” transaction to a foreign institution.

# 1

**Forms for Vendor Setup**

Domestic Vendors (US):

[Substitute W9 & Direct Deposit Form –](https://fmo.tamu.edu/vendor-setup/_media/substitute-w9.pdf) Add New Individuals (including students), & Business Entities. The [Substitute W9 & Direct Deposit Form](https://fmo.tamu.edu/vendor-setup/_media/substitute-w9.pdf) are now all one form. Any changes to vendors may also be made uploading the [Substitute W9 & Direct Deposit Form.](https://fmo.tamu.edu/vendor-setup/_media/substitute-w9.pdf)

[Vendor Setup Document Upload Instructions](https://fmo.tamu.edu/vendor-setup/_media/vendor-setup-document-upload-instructions.pdf) – If there is confidential information on your form, such as a Social Security Number or Bank Information, you’re now able to load your documents from your desktop. This is an encrypted, secure, confidential web page, so you don’t have to worry about the information getting compromised. Just go to [Vendor Setup Document Upload](https://apps.tamuds.tamu.edu/SecureUpload/vendor-setup) [Web Page.](https://fmo-apps.tamu.edu/SecureDocumentUpload/)

Employee(s):

Current employees can add or update direct deposit/bank information through [Workday.](https://sso.tamus.edu/) See the [instructions](http://www.pvamu.edu/hr/wp-content/uploads/sites/44/Adding-an-addtl-Direct-Deposit-or-CU-instructions_new.pdf) for changing/updating your direct deposit/bank information in Workday.

Foreign Vendors:

Please note, while a W8 Series form may be valid for vendor setup, it does not necessarily guarantee that the form will be appropriate for all invoice types in Aggie Buy. There may be additional questions on individual documents about new forms for the vendor, even if a new W8 was provided.

FMO Staff does not have legal authority to advise foreign vendors as to which W8 Series Form is most appropriate.

For any further questions that you may have about any W8 Series forms or Glacier setup, please contact International AP or [**internationalAP@tamu.edu**](mailto:internationalAP@tamu.edu)

[**W8-BEN**](https://www.irs.gov/pub/irs-pdf/fw8ben.pdf) – **For foreign individuals for any payment made through AP providing services inside or outside the US** – Royalty payments, Software downloads, Maintenance & Repairs etc. If the individual created a Glacier profile one of the forms, it will produce is a W-8 BEN. So, if it is a foreign individual please

contact [internationalap@tamu.edu](mailto:internationalap@tamu.edu) providing the individuals name and email address. They will then send a Glacier invitation request to the foreign individual to complete their Glacier record. [W8-BEN Instructions.](https://www.irs.gov/instructions/iw8ben)

[**W8-BEN-E**](https://www.irs.gov/pub/irs-pdf/fw8bene.pdf) – **For foreign entities providing services inside or outside of the US or Foreign Entities who would like to claim a tax treaty benefits** – for companies selling software, intellectual property, royalties, maintenance & repairs, and other services. [(W8-BEN-E Instructions).](https://www.irs.gov/pub/irs-prior/iw8bene--2017.pdf) The W8-BEN-E is generally the form an entity will complete; however, some entities and/or individuals may need to complete the forms below.

[**W8-ECI**](https://www.irs.gov/pub/irs-prior/fw8eci--2017.pdf) – Foreign vendors that are a beneficial owner claiming that income is effectively connected with the conduct of trade or business with the U.S (other personal services). [(W8-ECI Instructions)](https://www.irs.gov/pub/irs-prior/iw8eci--2017.pdf)

[**W8-EXP**](https://www.irs.gov/pub/irs-prior/fw8exp--2017.pdf) – A foreign government, international organization, foreign central bank of issue, foreign tax-exempt organization, foreign private foundation or government of a U.S possession claiming the applicability of section(s) 115(2), 501©, 892, 895 or 1443(b) Note: these entities should use Form W8-ECI if they received effectively connected income & are not eligible to claim an exemption for chapter 3 or 4 purposes on For W8- EXP. [(W8-EXP Instructions)](https://www.irs.gov/pub/irs-prior/iw8exp--2017.pdf)

[**Visiting Scholars Form 5VS**](https://vpr.tamu.edu/manage-research/visiting-scholars/visiting-scholars-form-5vs.pdf) – This form is required for any international visitor coming to visit, guest lecture, collaborate, etc. at Texas A&M University. This form will not be required if the individual is not coming into the United States to visit Texas A&M University. If the vendor is being paid a fee, it will still be required that the visitor go through GLACIER to provide the required tax forms required by the IRS.

# 2

If the foreign entity will not provide or properly complete the required forms & if the payment is U.S sourced income (means in most instances performed within the U.S) & a 1042 reportable (services, rentals, software licenses, etc.) payment, the Texas A&M University System Members will have to withhold 30% of the payment & remit to the IRS.

While FMO is not allowed to provide tax advice to the foreign individual or entity, we can provide guidance to have the individual complete Glacier or share information to an entity so they can select the proper form. For any questions regarding the appropriate foreign vendor form to use, please contact International AP Office via email [internationalAP@tamu.edu.](mailto:internationalAP@tamu.edu)

Vendors Requesting Changes on Original Vendor Setup Form(s):

University Departments will submit the appropriate applicable Vendor Form and note “update vendor information” or “update ACH/Bank Information” and follow the submittal instructions.

For companies/vendors that have been bought out by another company/vendor the following documents are required:

Memo from the company that bought the company and,

Memo from the company that was bought with an updated [Substitute W9 & Direct Deposit Form](https://fmo.tamu.edu/vendor-setup/_media/substitute-w9.pdf)

For companies/vendors where one bank has taken over as the new lender the following documents are required:

Memo from the new bank

[Substitute W9 & Direct Deposit Form](https://fmo.tamu.edu/vendor-setup/_media/substitute-w9.pdf) from the new bank

For any vendor verifications to include foreign, TAMUK follows the instructions provided by the TAMU College Station Financial Management Operations department. For further information related to setting up a vendor and the verification process, please refer to the following website: <https://fmo.tamu.edu/vendor-setup/index.html>

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