



Request For New Vendor (PEID)

Required Vendor Information:

Date of form submission

Please fill out all information. Type or print clearly.

A PEID will NOT be provided until all information is complete. New Change of Address

Vendor Name

Address

City State Zip

Telephone Number Fax Number

Name of Representative

MANDATORY - Submit W9 Form for ALL, except Employees

Social Security Number

Must check all that apply:

A. FIT Student \*\* Y [ ] N [ ]
\*\* Purpose [ ] Services [ ] Stipend [ ] Award
[ ] Reimbursement: Student ID Number: @
(Must submit Student ID # for Reimbursements)

B. FIT Employee Y [ ] N [ ] @

C. Independent Contractor Y [ ] N [ ]
Federal ID Number (MANDATORY FOR ALL COMPANIES)

Remit to Address (Optional)

Remit to Address lines

Requested by Department

Ext. Fax Email

NOTES

- FIT employees will be issued a PEID with a header "E"
Employees who provide independent contractor services will be paid via the Payroll process ONLY.
Students being paid as independent contractors for rendering services to the College, receiving stipends or awards will be issued a PEID with a header "V". All independent contractor rules apply. A Form W9 must be furnished.
(Generally, a foreign person that is a beneficial owner of the income should give you a Form W-8.)

To be assigned by the Purchasing Department PEID
The Purchasing Department will contact the requestor when the PEID is assigned.
• For student reimbursements only. The PEID will be assigned with a header S
• For employee reimbursements only. The PEID will be assigned with a header E
• An individual or company NOT employed by the College providing services. The PEID will be assigned with a header V