



Request For New Vendor (PEID)

REQUIRED VENDOR INFORMATION:

Date of 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 _____

Name of Representative _____

Address _____

City _____ State _____ Zip _____

Telephone Number _____ ** Email _____

*****MANDATORY - All PO's will only be emailed*****

MANDATORY - Submit W9 Form for ALL, (Students, Vendors, Individuals) 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 only)

B. FIT Employee Y [] N [] @ _____

C. Independent Contractor Y [] N [] _____
Federal ID Number (MANDATORY for ALL Companies)

Remit to Address (Optional)

Requested by: _____ Ext. _____

PEID To be assigned by the Purchasing Department

The Purchasing Department will.

- 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 _____

EMAIL ORIGINAL TO PURCHASING AT: purchasing@fitnyc.edu

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**.)