

FAMIS Vendor Setup Instructions

Domestic Vendors

- [W-9 form](#) is required for any *new* domestic vendor that needs to be set up in FAMIS
- If you are paying for services and the vendor has already been set up in FAMIS without a W-9, a W-9 form is required. (You can check FAMIS screen 103 “W-9 Date” field ---- if the field is blank, then we need a W-9)
- Address changes do not require a new W-9 if one is already on file. Just fill out the form [Vendor Information Sheet](#) and fax to (903) 886-5899.
- If you cannot get a W-9 from the vendor, then please provide documentation that you have tried to get a W-9 at least 4 times within 5 business days prior to having a vendor set up in FAMIS. (Please see **example-W9-attempt** under forms on AP webpage) You will have to fill out the form [Vendor Information Sheet](#) and fax to (903) 886-5899 to get the vendor setup in FAMIS. If at all possible, please try to get an EIN from the vendor.

Note: If the vendor will not provide an EIN and it is a 1099 reportable payment (i.e. \$600 or greater for services or rentals) TAMU will have to withhold 28% of the payment and remit to the IRS.

- The [W-9 form](#) completed by the vendor or the documentation that the vendor would not provide a W-9 should be faxed to (903) 886-5899.

Foreign Vendors

- [W-8 BEN](#), or [W-8 ECI](#) is required to set up a foreign vendor in FAMIS
- If you cannot get one of above forms from the vendor, then please provide documentation that you have tried to get the form at least 4 times within 5 business days prior to having a vendor set up in FAMIS. (Please see **example-W9-attempt** under forms on AP Webpage)

Note: If the foreign entity will not provide or properly complete a [W-8 BEN](#) or [W-8 ECI](#), and if the payment is US sourced income (means in most instances performed within the US) and a 1042 reportable (services, rentals, software licenses, etc) payment, then TAMU will have to withhold 30% of the payment and remit to the IRS. A W-8 BEN or W-8 ECI form will only allow the foreign vendor to be set up in FAMIS, but will not allow the vendor to take advantage of a tax treaty.

Employees and Students

- W-9 is not required if vendor is a current employee or student
- If vendor is a current employee or student please fill out the form [Vendor Information Sheet](#) and fax to (903) 886-5899
- If vendor is not a current employee or student refer back to Domestic and Foreign Vendor instructions