

# Bryant University Supplier and Individual Payee Registration Form

Note: *To be completed ONLY by an authorized representative of the payee organization or individual to be paid.*

Students (Including Potential), Employees, Candidates, Volunteers, or Parents receiving a refund or reimbursement should **NOT** complete this form

Please help our sustainability efforts by returning completed form via Email to: [ap@bryant.edu](mailto:ap@bryant.edu)

New Registration Request

Update Existing Information

Date:

## Section 1: Payee's General Information

First Name:

*First Name of Individual Payee or Business Contact.*

Last Name:

*Last Name of Individual Payee or Business Contact.*

Email:

*Email Address of Individual Payee or Business Contact.*

Phone:

*Telephone Number of Individual Payee or Business Contact.*



Business Name or d/b/a (doing business as):

*If no business name, please indicate N/A*

## Permanent Address (Legal Address)

Address Line 1 *(Number & Street or PO BOX)*

Address Line 2

City

State *(Put N/A if Non-US Address)*

Zip or Postal Code *(Put N/A if None)*

Country

## Send Payment Here

*Check here if same as Permanent*

Address Line 1 *(Number & Street or PO BOX)*

Address Line 2

City

State *(Put N/A if Non-US Address)*

Zip or Postal Code *(Put N/A if None)*

Country

## Section 2: Payee's Business Information

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Primary Business Type for Supplier / Reason for Payment to Individual:

For Example: Consultant, Performing Artist, Speaker, Prize, Award, Honorarium, Athletic Official, or Beneficiary Payment.

*\*Must Clearly Identify if a Medical, Legal, Rental, or Royalty Business for reporting requirements*

Bryant Department / Contact Person:

Name of Department at Bryant University that is the primary recipient of your goods or services, and Bryant contact name.

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**Please provide one of the following U.S. tax numbers:**

Federal Employer's Identification Number (FEIN)

Social Security Number

Individual Tax ID Number (ITIN)

I don't have a U.S. tax reporting number

Are you a Foreign National/Resident of another country?

Yes      No

If you are a US Permanent Resident card holder please select *No*.

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**I am a:**

Sole Proprietor, Individual, or Single Member LLC (If selected, must provide a SSN or EIN registered to Owner's Name)

C Corporation

S Corporation

Partnership

Trust Estate

Other (please specify)

**Is this business US Small Business Association Certified?**

Yes      No

**Check all that apply to this business (Defined as 51% or more):**

Businesses that meet these qualifications may be required to provide supporting documentation or certifications

Women Owned      Minority Owned      Veteran Owned      Disabled      Hub Zone/Underutilized      Other

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**Payment Type:**

**SUA (Single Use Account Virtual Payment Card):** Highest Priority Payment Type (Up to 3% Applicable Fee)

**ACH/EFT:** Remit Payment directly to Bank Account provided below (No Fee)

**Paper Check:** Lowest Priority Payment Type

**Certification – select one:**

**W9 Certification:** Under penalties of perjury, I certify that: (1) The number shown above is my correct taxpayer identification number; (2) I am not subject to backup withholding due to a failure to report interest and dividend income, (3) I am a U.S. person (including a U.S. resident alien), (4) I am exempt from FATCA (Foreign Account Tax Compliance Act) reporting.

I am a foreign national and not required to complete form W-9. If selected, please provide completed W-8 Form.

*In accordance with IRS Regulations, we are required to obtain all information that applies to you or your business. See W-9 Instructions for full details.*

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## Bank Account Information (optional)

ACH/EFT (Direct Deposit) payments are available for U.S. Banks Only.

This form authorizes Bryant University to make payments to a business or individual electronically and to deposit funds into the account specified below. It also authorizes Bryant University and the bank to initiate the transaction(s) necessary to correct an error. This electronic payment authorization will remain in effect until the University has received written notification from the payee to terminate and the University has had reasonable opportunity to act upon it.

Notification of payments will be sent by email, with the payment settling into your bank account within two days. It is the responsibility of the business or individual to notify Bryant of any changes pertinent to electronic payments, such as changes in banking information or email address.

### Account Type:

Checking

Savings

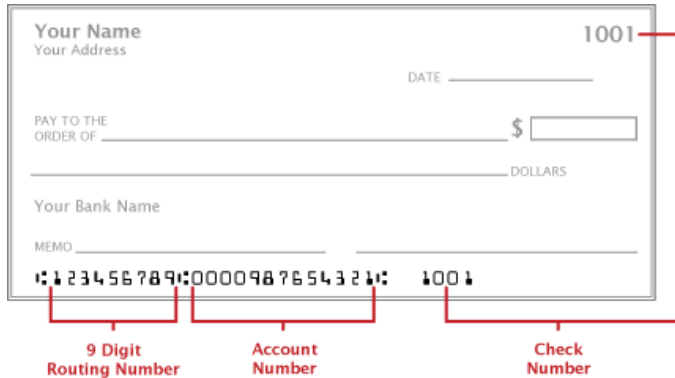
Name of Bank

Name on Bank Account

Bank Routing Number (9 digits)

Account Number

*How to Find the Routing Number on Your Check*



**Funds Transfer:** To comply with the requirements of the U.S. Department of Treasury and Office of Foreign Assets Control (OFAC), Bryant is obligated to ask the question shown below regarding the transferring funds. If your answer is "Yes", Bryant will issue a paper check in lieu of processing a direct deposit.

Are funds transferred to the designated direct deposit account and then transferred to a bank in a foreign country?

Yes No

**The IRS does not require your consent to any provision of this document other than the certifications required to avoid backup withholdings**

Form Questions? Email [ap@bryant.edu](mailto:ap@bryant.edu)