AC3267-S (1/12)

 FOREIGN VENDOR REGISTRATION REQUEST

TYPE OR PRINT INFORMATION NEATLY. PLEASE REFER TO INSTRUCTIONS FOR MORE INFORMATION.

Part I: Vendor Information

Legal Business Name:

Payee Alternate or DBA:

Does the vendor have a physical presence in the United States (U.S.)? ☐ Yes ☐ No

If yes, enter the U.S. location under Physical Address below.

What is this vendor providing? ☐ Goods/Materials ☐ Services ☐ Both

Is the vendor required to have a U.S. Taxpayer Identification Number (TIN)? ☐ Yes ☐ No

If yes, enter the vendor's nine-digit TIN here: (Do not use dashes)

Part II: Vendor's Address

Remittance Address (Required)**:**	**Physical Address:**
Number, Street, Apartment, Suite Number or Rural Route:	Number, Street, Apartment, Suite Number or Rural Route:
City or Town, and Country: (Include State or Province and Postal Code when appropriate.)	City or Town, and Country: (Include State or Province and Postal Code when appropriate.)

Part III: Vendor Contact Information

Contact Name:	Title:	
Email Address:	Phone Number (Including Country Code):	Extension:

Part IV: NYS Business Unit Information

Name of Business Unit:	Business Unit Code:	
Name of Requestor:	Title:	
Email Address:	Phone Number:	Extension:

SUBMIT FORM TO NYS OFFICE OF THE STATE COMPTROLLER – VENDOR MANAGEMENT UNIT
Fax: (518) 402-4212
Email: VMU@osc.state.ny.us with "Foreign Vendor Registration Request" in the subject line
Mail: 110 State Street Mail Drop 10-4, Albany, NY 12236-0001

FOR VMU USE ONLY

NYS Office of the State Comptroller
Instructions for Foreign Vendor Registration Request Form

New York State (NYS) must obtain the correct Taxpayer Identification Number (TIN) in order for the State to comply with the Internal Revenue Service (IRS) Federal reporting regulations. Most foreign vendors will be required to have a TIN. The Business Unit must submit a completed Foreign Vendor Registration Request form, Substitute Form W-9 and the appropriate IRS Form W-8 or 8233 to obtain certification of the foreign vendor's TIN. The Vendor Management Unit will review all request forms and register all approved foreign vendors in the NYS Vendor File.

Part I: Vendor Information

Legal Business Name: For an individual, enter the name of the person doing business with NYS as it appears on his/her Social Security card or other required Federal tax documents. For an organization, enter the name shown on its charter or other legal documents that created the organization. Do not abbreviate names or use a Doing Business As (DBA) name.

Payee Alternate or DBA (Doing Business As): Enter the business's DBA name if applicable.

Does the vendor have a physical presence in the U.S.? If yes, enter the U.S. location under Physical Address.

What is this vendor providing? Check one

Is the vendor required to have a U.S. TIN?

a. If an entity **has a physical presence** in the U.S. and is **supplying a good or service,** the entity needs to complete the appropriate IRS form. The appropriate IRS form must include the U.S. issued TIN.

b. If an entity **has no physical presence** in the U.S. and is **providing a service,** the entity needs to complete the appropriate IRS form. The appropriate IRS form must include the U.S. issued TIN.

c. If an entity **has no physical presence** in the U.S. and is **supplying goods or materials,** the entity needs to complete the appropriate IRS form. The appropriate IRS form **does not** require a U.S. issued TIN.

Taxpayer Identification Number (TIN): Enter nine-digit Taxpayer Identification Number (TIN).

Part II: Vendor's Address

Remittance Address: List the location where payments will be delivered unless otherwise specified at the time of payment.

Physical Address: List the location where the business is physically located.

Part III: Vendor Contact Information

Provide the contact information for an executive at the organization. This individual should be the person who makes legal and financial decisions for the organization.

Part III: NYS Business Unit Information

Provide the contact information for the Business Unit staff requesting the foreign vendor registration.