



Florida State University
 Vendor File Management Team
 A1400 University Center
 PO Box 3062370
 Tallahassee, FL 32306-2370

For questions regarding:	Email	Fax
Vendor Process	vendorrelations@admin.fsu.edu	N/A
Purchasing Vendors	sdwilliams@admin.fsu.edu	(850) 644-8921
AP Vendors	wbrady@admin.fsu.edu	(850) 644-8137

Vendor Profile Form

Date Submitted _____

Department Contact _____

Telephone Number _____

COMPLETE ONLY ONE

Federal Tax Payer ID Number _____

SS#	_____
FEID#	_____

Business Legal/ Individual Tax Name
 (No nicknames, abbreviations, etc.)

Company Address _____

Order From _____

Remit To _____

Return To Vendor _____

Florida State University is required to file an information return with the IRS and must obtain your correct taxpayer identification number (TIN) to report income paid to you.

VENDOR ADDRESS- FORM WILL NOT BE PROCESSED IF INCOMPLETE

ORDER FROM	REMIT TO	RETURN TO VENDOR
Name _____	Name _____	Name _____
Address Line 1 _____	Address Line 1 _____	Address Line 1 _____
Address Line 2 _____	Address Line 2 _____	Address Line 2 _____
Address Line 3 _____	Address Line 3 _____	Address Line 3 _____
City _____	City _____	City _____
County _____	County _____	County _____
State _____	State _____	State _____
Postal Code _____	Postal Code _____	Postal Code _____
Country _____	Country _____	Country _____
Phone _____	Phone _____	Phone _____
FAX _____	FAX _____	FAX _____
Email Address _____	Email Address _____	Email Address _____

PRIMARY CONTACT:

Individual Name:	Title/Position	Phone Number	Email Address
_____	_____	_____	_____

OWNERSHIP AND/OR SBA CATEGORY- MUST SELECT ONLY ONE -FORM WILL NOT BE PROCESSED IF INCOMPLETE

	CERTIFIED MBE	NON-CERTIFIED MBE	NON-PROFIT ORGANIZATION	OTHERS
Corporate or Non-Minority	African American	African American	Non-Profit, Minority Board	STIPENDS
Small Business-Florida	American Women	American Women	Non-Profit, Minority Employees	EMPLOYEE*
Small Business-Non Florida	Asian/ Hawaiian	Asian/ Hawaiian	Non-Profit, Minority Community Served	PETTY CASH
Governmental Agency	Hispanic	Hispanic	Other Non-Profit	ATTORNEY
P.R.I.D.E	Native American	Native American		STUDENT
	Service-Disabled Veteran	Service-Disabled Veteran		

* Please enter justification for adding FSU employee to the vendor file:

For the Vendor Direct Deposit form, please go to <http://www.vpfa.fsu.edu/control/forms/APForms/pa1.pdf>