

## FAMIS Vendor Setup Instructions

### Domestic Vendors

- [W-9form](#) 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, refunds, prospective employees and students do not require a new W-9 if one is already on file. Just fill out the form [Vendor Information Sheet](#) and fax to (979) 458-4191.
- 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. You will have to fill out the form [Vendor Information Sheet](#) and fax to (979) 458-4191 to get the vendor setup in FAMIS. If at all possible, please try to get an EIN from the vendor.
- 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 (979) 458-4191.
- The link provided is a link to our Substitute W-9, however the official [IRS W-9 form](#) can also be used by the vendor and will not be rejected by our office.
- **Aggie Buy:** The default net terms are net 27. The net terms on Employees, Students, & Refunds will be automatically changed to net 5. If you are needing the net terms changed please indicate when sending over the [Vendor Information Sheet](#) or [W9](#).

### Foreign Vendors

- [Certificate of Foreign Status](#), [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 attachment for an example of documentation.)
- 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.
- If a foreign individual provides a 1042 reportable service (service that is performed in the U.S.) and wants to take advantage of a tax treaty they must complete Glacier. Glacier completes the [form 8233](#) or [W-8 BEN](#) (among other paperwork) for the foreign individual if there is any tax treaty available. If there is no tax treaty available for the payment, Glacier will not generate form 8233 or W-8 BEN, and you will need to submit a Certificate of Foreign Status form to set up this vendor in FAMIS. If you are paying a foreign individual for a service, please refer to the link [Foreign Vendors - FMO at Texas A&M - Division of Finance](#)
- A [Certificate of Foreign Status](#) 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 (979) 458-4191
- If vendor is not a *current* employee or student refer back to Domestic and Foreign Vendor instructions.

**Questions: Please call 979/845-8286**