

REQUESTER INFORMATION: (NAME OF EMPLOYEE REQUESTING VENDOR SET UP)		
Name: _____	Date: _____	
Phone: _____	Department: _____	
Email: _____		
VENDOR INFORMATION: (CHECK ONE)		
<input type="checkbox"/> New Vendor <ul style="list-style-type: none"> All U.S. Vendors need to attach a completed IRS W-9 form. All Foreign Vendors need to attach either the IRS W-8 Ben or Form 8233. If a foreign vendor has no Tax ID#, an ITIN Waiver statement must be completed. 		
<input type="checkbox"/> Existing Vendor Kualii Vendor ID #: _____ <input type="checkbox"/> Add Remit Address		
REASON FOR VENDER REQUEST: (CHECK ALL THAT APPLY)		
<input type="checkbox"/> Vendor Payment for Service <input type="checkbox"/> Reimbursement <input type="checkbox"/> Honorarium	<input type="checkbox"/> Prize/award <input type="checkbox"/> Domestic Internship <input type="checkbox"/> International Internship	<input type="checkbox"/> Other (please specify below) _____
VENDOR DEMOGRAPHICS:		
Vendor Legal Name: _____ Email: _____		
Trade Name (Doing Business As): _____		
Vendor Type (if internal):	Employee Vendor Information:	
<input type="checkbox"/> Student <input type="checkbox"/> Faculty <input type="checkbox"/> Staff	<ul style="list-style-type: none"> Department: _____ Building: _____ 	
VENDOR'S PERMANENT/PO ADDRESS:	REMIT TO ADDRESS: (OR MAILING ADDRESS IF DIFFERENT THAN PERMANENT)	
Line 1: _____	Line 1: _____	
Line 2: _____	Line 2: _____	
City: _____	City: _____	
State: _____ Zip: _____	State: _____ Zip: _____	
Country: _____	Country: _____	
Social Security #/ITIN _____	Social Security #/ITIN _____	
PRINT OUT COMPLETED FORMS & MAIL TO:	IMPORTANT INFORMATION:	
Haverford College Business Office, Stokes 220 Attn: Vendor Setup 370 Lancaster Avenue Haverford, PA 19041	<ul style="list-style-type: none"> Outside vendors with access to Secure Fax machines may send the Vendor Set Up Form with attachments via their secure fax to the Business Office fax number (610) 896-1240. On campus forms will only be accepted when returned in a CONFIDENTIAL pink envelope (or one that's sealed and labeled "Confidential"). 	

DO NOT EMAIL