



THE TEXAS A&M UNIVERSITY SYSTEM

Vendor Information Sheet

Note: All BOLD fields are required

System Member _____ Aggie Buy _____ Concur _____ Funds _____

Vendor Type (Please check one)

W9 Not Required

W9 Required

W8 Form or Certificate of Foreign Status Form Required

____ Employee/Student

____ Individuals/Sole Proprietor

____ All Foreign Company/Individuals

____ Refund

____ All Corporations

____ Prospective Employee/Student

Federal Id # (SSN or UIN – UIN's only for TAMU, TAMG & TAMHSC) _____

Vendor Name: _____

Remittance Address: _____

***If adding to Aggie Buy you must provide an Email Address for PO Distribution (for individuals/students/employees, if you are just paying for a reimbursement or refund, this must be indicated in the notes section below)

Contact Name: _____ Phone Number: _____

Email Address: _____

Notes: _____

Prepared by: _____

Name & Dept: _____

Phone #: _____

E-mail address: _____

When completed FAX to: Accounts Payable (979) 458-4191 or Mail to: FMO-AP Mail Stop 6000
Form Necessary For: Current employees, current students, prospective employee, prospective students, refunds &
address changes. If you have any questions please email them to vendorhelp@tamu.edu (Rec 2019)