



FOREIGN VENDOR REGISTRATION REQUEST

TYPE OR PRINT INFORMATION NEATLY. 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 (US)? Yes No

If yes, enter the US location under Physical Address below.

What is this vendor providing? Goods/Materials Services Both

Is the vendor required to have a US Taxpayer Identification Number (TIN)? Yes No

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

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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:

E-mail Address:

Phone Number (Including Country Code):

Extension:

Part IV: Business Unit Information

Name of Business Unit:

Business Unit Code:

Name of Requestor:

Title:

E-mail Address:

Phone Number:

Extension:

SUBMIT FORM TO NYS OFFICE OF THE STATE COMPTROLLER – VENDOR MANAGEMENT UNIT

Fax: (518) 402-4212

E-mail: 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

New York State (NYS) must obtain 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. Agencies will use this form to apply for a NYS Vendor ID. The Business Unit must submit a completed Foreign Vendor Registration Form and the appropriate IRS Form W-8 or 8233 to obtain certification of the foreign vendors 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 individuals, enter the name of the person who will do business with NYS as it appears on required Federal tax documents. Do not abbreviate names.

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

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

What is this vendor providing? Check one

Is the business required to have a US TIN?

- a. If an entity **has a physical presence** in the US and is supplying a good or service, the entity needs to complete the appropriate IRS form. The appropriate IRS form must include the US issued TIN.
- b. If an entity has **no physical presence** in the US and is providing a **service**, the entity needs to complete the appropriate IRS form. The appropriate IRS form must include the US issued TIN.
- c. If an entity has **no physical presence** in the US and is **supplying goods or materials**, the entity needs to complete the appropriate IRS form. The appropriate IRS form **does not** require a US issued TIN.

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

Part II: Address

Remittance Address: List the location where payments will be delivered.

Physical Address: List the location of 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 a person who makes legal and/or financial decisions for the organization.

Part III: NYS Business Unit Information

Business Unit staff requesting the foreign vendor registration.