



## 1218.1.1rd - GUIDELINES FOR VENDOR DOCUMENTATION

Vendor Classification	Supporting Documentation Required*		Helpful Tips
	Domestic	Foreign**	
Outside Party	<ul style="list-style-type: none"> <li>➤ Form W9</li> <li>➤ Documentation of address, if different from W9</li> </ul>	<ul style="list-style-type: none"> <li>➤ Foreign Vendor Creation Form</li> <li>➤ Form W8BEN-E</li> <li>➤ Banking Information (ACH form or Foreign Wire Form)</li> </ul>	Outside Parties include S and C Corporations, as well as LLCs taxed as S and C Corporations. Sole Proprietorships and Single Member LLCs, or LLCs taxed as Partnerships should be treated as Outside Party-Individuals (or as Independent Contractors when appropriate).
Outside Party-Individual (Standard)	<ul style="list-style-type: none"> <li>➤ Form W9</li> <li>➤ Outside Party-Individual Certification Form</li> </ul>	<ul style="list-style-type: none"> <li>➤ Foreign Vendor Creation Form</li> <li>➤ Form W8BEN</li> <li>➤ Passport and/or Visa</li> <li>➤ Banking Information (ACH form or Foreign Wire Form)</li> <li>➤ Outside Party-Individual Certification Form</li> </ul>	This classification is intended for individuals receiving reimbursement for travel or other expenses. For exceptions to this, see below.
Outside Party-Individual (Exceptions) Attorney, Rental Payments, etc.	<ul style="list-style-type: none"> <li>➤ Form W9</li> <li>➤ Outside Party-Individual Certification Form</li> </ul>	<ul style="list-style-type: none"> <li>➤ Foreign Vendor Creation Form</li> <li>➤ Form W8BEN</li> <li>➤ Passport and/or Visa</li> <li>➤ Banking Information (ACH form or Foreign Wire Form)</li> <li>➤ Outside Party-Individual Certification Form</li> </ul>	In general individuals receiving compensation for services provided must be treated as independent contractors and submitted for IC approval. However, exceptions include Attorneys and Rental Payments. This category may also be used for individuals receiving stipends, awards, or compensation for participation in a research study.
Independent Contractors	<ul style="list-style-type: none"> <li>➤ Approved IC Checklist</li> <li>➤ Form W9</li> <li>➤ Banking information (only if applicable)</li> </ul>	<ul style="list-style-type: none"> <li>➤ Foreign Vendor Creation Form</li> <li>➤ Form W8BEN</li> <li>➤ Approved IC Checklist (stamped with approval)</li> <li>➤ Passport and/or Visa</li> <li>➤ Banking Information (ACH form or Foreign Wire Form)</li> </ul>	Independent contractors must be approved prior to creation in the Campus Vendor system. See Finance Policy on Independent Contractors for further information. Photographers and Videographers should be treated as Independent Contractors.
International Students	<p>International Students need to submit the following directly to <a href="mailto:vendor_coordinator@unc.edu">vendor_coordinator@unc.edu</a> to be set up in the system:</p> <ul style="list-style-type: none"> <li>➤ <b>Letter from the Department on department letterhead</b> that states: The student's name; the fact that the student is a foreign student; the student's UNC PID; and the fact that the foreign student does not have a social security number.</li> <li>➤ <b>Form W8BEN</b></li> </ul>		
Domestic Students/Employees	No documentation is required to create a new employee or domestic student vendor. All employee and student vendors update their address in ConnectCarolina under the home address field. Employee ACH information will populate in the vendor profile from the Payroll system. Student ACH information should be added to the vendor profile through the campus vendor request process.		
Affiliates	No documentation is required to create a new affiliate vendor. UNC Hospital affiliates update their address and ACH information by asking their Hospital HR Representative to update the affiliate system. Non UNC Hospital affiliates update their address and ACH information through the campus vendor request process.		

\* For links to forms, please see Vendor Management page.

\*\* Foreign vendor documentation should be submitted directly to [vendor\\_coordinator@unc.edu](mailto:vendor_coordinator@unc.edu) rather than through the Campus Vendor system.