Virginia Commonwealth University
Procurement Services
Non-Employee Reimbursement Set-up
Not for VCU employee reimbursements

The purpose of this form is to request a non-employee be added to Banner for the purpose of receiving a reimbursement through Chrome River. After receiving the form, Procurement Services will validate the information provided with the IRS and set up the person in Banner accordingly. Non-employee Banner information is sent to Chrome River. Non-employees are not given access to Chrome River.

Email the completed form to Procurement Services' secure email vendinfo@vcu.edu

Privacy Reminder:
- Delete email from your sent folder
- Do not keep a hard copy
- Do not include in Chrome River documentation

Full Legal Name:

First	Last	M.I.

MAKE SURE THIS ADDRESS IS LISTED IN BANNER AT HTTP://WWW.ESERVICES.VCU.EDU

Local Address*:

City:		State:	Zip:	Country:

*A completed wire transfer form http://procurement.vcu.edu/files/DomesticWiresForm.pdf must be included with the Chrome River expense reimbursement request documentation for individuals with a <u>foreign address</u>. Do not send wire transfer form to vendinfo@vcu.edu.

Social Security Number (SSN)

DO NOT INCLUDE SSN

If the individual is currently in Banner, provide Banner Vendor Number (V#)*

Banner Vendor number (V#)

*Please confirm that the individual's "Remit to" address in Banner (FTMVEND) is correct

Certification: Under penalties of perjury, I certify that:
The number(s) shown on this form is my correct taxpayer identification number(s) **and** (2) I am a US person (including a US resident alien), **and** (3) I am not subject to backup withholding either because I have not been notified that I am subject to backup withholding as a result of a failure to report all interest or dividends, or the Internal Revenue Service has notified me that I am no longer subject to backup withholding. You must cross out item (3) above if IRS has notified you that you are currently subject to backup withholding because of underreporting interest or dividends on your tax return.

_____
Non-Employee Signature

_____
Date

Questions regarding this form should be directed to Vendor Create at 804-828-6977 or 828-0903.