



1218.1.1rd - GUIDELINES FOR VENDOR DOCUMENTATION

Vendor Classification	Supporting Documentation Required*		Helpful Tips
	Domestic	Foreign**	
Outside Party	<ul style="list-style-type: none"> ➤ Form W9 ➤ Banking information (ACH Form) ➤ Supplier Application Form (HUB form) 	<ul style="list-style-type: none"> ➤ Foreign Vendor Creation Form ➤ Form W8BEN-E ➤ Banking Information (ACH form or Foreign Wire Form) 	Outside Parties include Partnerships, S and C Corporations, as well as LLCs taxed as S and C Corporations, Partnerships.
Outside Party-Individual (Standard)	<ul style="list-style-type: none"> ➤ Form W9 ➤ Outside Party-Individual Certification Form ➤ Banking Information (ACH Form) **** ➤ If small business, Supplier Application (HUB form) 	<ul style="list-style-type: none"> ➤ Foreign Vendor Creation Form ➤ Form W8BEN ➤ Passport and/or Visa ➤ Banking Information (ACH form or Foreign Wire Form) ➤ Outside Party-Individual Certification Form 	This classification is intended for individuals receiving reimbursement for travel or other expenses. Sole Proprietorships and Single Member LLCs should be treated as Outside Party-Individuals (or as Independent Contractors when appropriate). For exceptions to this, see below.
Outside Party-Individual (Exceptions) Attorney, Rental Payments, etc.	<ul style="list-style-type: none"> ➤ Form W9 ➤ Outside Party-Individual Certification Form ➤ Banking information (ACH Form) **** ➤ If small business, Supplier Application (HUB Form) 	<ul style="list-style-type: none"> ➤ Foreign Vendor Creation Form ➤ Form W8BEN ➤ Passport and/or Visa ➤ Banking Information (ACH form or Foreign Wire Form) ➤ Outside Party-Individual Certification Form 	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"> ➤ Approved IC Checklist ➤ Form W9 ➤ Banking information (ACH Form) ➤ If small business, Supplier Application file (HUB form) 	<ul style="list-style-type: none"> ➤ Foreign Vendor Creation Form *** ➤ Form W8BEN ➤ Approved IC Checklist (stamped with approval) ➤ Passport and/or Visa ➤ Banking Information (ACH form or Foreign Wire Form) 	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. *** Foreign vendors providing services in the U.S. need Foreign Vendor Withholding Assessment with supporting documentation.
International Students	<p>International Students need to submit the following directly to vendor_coordinator@unc.edu to be set up in the system:</p> <ul style="list-style-type: none"> ➤ Letter from the Department on department letterhead 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. ➤ Form W8BEN OTHER DOCUMENTATION MAY APPLY 		
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 rather than through the Campus Vendor system.

***Banking Information (ACH form) not mandatory for study subjects, students, affiliates.