

**STUDENT SUPPLIER CREATE/MAINTAIN FORM**

**NEW STUDENT SUPPLIER** ☐

**STUDENT SUPPLIER UPDATE** ☐

This form is only to be used for student awards and stipends. Use the External Committee Member Request Form for non-student worker travel reimbursements., <https://inside.montclair.edu/administration/finance-and-treasury/finance-resource-library> Submit this form to a University Staff or Faculty member via Google Drive. <https://inside.montclair.edu/administration/information-technology-division/it-help-support>

Students must complete all sections and submit a W-9, <https://www.irs.gov/pub/irs-pdf/fw9.pdf?portlet=3>.

**International Students:** Only complete the Student Supplier Create Form. **Do Not attach** a W-8 or W-9. A/P will determine tax status via Sprintax if required. Forms must be entered in Workday by a staff or faculty member using **“Create Supplier Request”** or **“Create Request”** (for updates).

**Payment Type:** Student Award ☐ Stipend ☐

**For a New Student Supplier, all information must be completed.** For Student Supplier Update please indicate the change being requested and update that information. **If the Supplier Federal Tax ID and / or Banking Information is being updated, the entire form must be completed:**

Order From Address ☐ Remit To Address ☐ Phone ☐ Email Address ☐ Point of Contact ☐ Banking ☐

Other ☐ Specify: \_\_\_\_\_

**CONTACT INFORMATION** (If entering an SSN and/or U.S banking information, you must provide a valid U.S. home or campus residence address and room number. **P.O. Boxes, international addresses, and the Montclair State University address are not permitted.**)

**Name:**

**Phone:**

**Cell:** ☐

**Landline:** ☐

**Remittance Address:**

**City**

**State:**

**Zip:**

**Country**

**Foreign Province (If Applicable)**

**Email:**

**Tax Identification Number**

**STUDENT BANK ACCOUNT INFORMATION** (**Must be completed to allow electronic payments**)

**Bank Name:**

**Account Type:** ☐ Checking ☐ Savings

**ACH Routing Number (9 digits required):**

**Bank Account Number:**