

INSTRUCTIONS FOR COMPLETING THE PAYEE SETUP FORM (204) (AP 09/01)

The University of California, Santa Cruz requires a Payee Setup Form (204) from all new vendors doing business with the University. Vendors include companies and persons who supply goods or services to the University, and persons (including employees and students) who receive any non-payroll payments.

The Payee Setup Form (204) must reflect the vendor's most current information. Therefore, an updated Payee Setup Form (204) is required from any vendor who needs to revise information previously submitted to UCSC. When submitting revisions, enter an asterisk (*) by each field that reflects a change.

Please complete, sign and return the Payee Setup Form (204) within three days to Accounts Payable (address located on bottom of form). Orders and/or payments cannot be processed unless a completed and signed Payee Setup Form (204) is on file.

Business Name or DBA Name: Completed by all companies, including sole proprietors who are “doing business as”

Required Permanent Business or Remittance Address: Completed by all companies and persons, including sole proprietors. A permanent address is required for mailing annual tax statements.

Optional Campus Mail Stop: Completed for all UCSC employees, and for individuals whose payment is mailed to a campus address.

Persons or Sole Proprietor (DBA): Completed by all persons, including sole proprietors

Payee's Entity Type: Completed by all companies and by all persons

Activity: Completed by all companies and by all persons

Payee's Taxpayer I.D. Number: Completed by all companies (FEIN) and all persons (Social Security #)

Invoice Payment terms, sales taxes, and listing of goods/services offered: Completed by all companies. Persons do not have to complete this section

Payee's Citizenship: Completed by all persons

Payee's Residency: Completed by all companies and by all persons

Foreign Visitors: Information regarding additional documentation that is required of foreign person visitors

Tax Withholding Information: Completed by all companies and by all persons

Business Size and Business Type: Completed by all companies

Conflict of Interest: Information intended for all companies and all persons

Required Signature: Companies may have an authorized representative sign; persons and sole proprietors must sign for themselves

CHECKLIST FOR COMPANIES AND PERSONS

Companies (including sole proprietors)	Persons (including sole proprietors)
Business name & permanent address	Person's name & permanent address
Entity Type - Companies	Entity Type - Persons
Activity	Activity
Payment terms, sales tax collection, goods/services offered	
Taxpayer ID# - FEIN number	Taxpayer ID# - Social Security #
Payee's Residency	Payee's Citizenship and Payee's Residency
	Foreign Visitor Information
Tax Withholding	Tax Withholding
Business Size and Business Type	
Conflict of Interest Information	Conflict of Interest Information
Required Signature	Required Signature