

## VENDOR DATA RECORD (VDR)

### Vendor Guidance

1. Complete all Parts, I, II, III, IV, and V, in its entirety or the University cannot move forward in the next steps to processing your payment. Required fields in the Adobe Sign workflow are indicated with an asterisk (\*).
2. Read all instructions in each Part carefully. As a reminder, this form is a legal tax document in lieu of an IRS W-9 form.
3. The University's Accounting and Finance staff cannot assist vendors in completing the form. These instructions are a guide and Vendors should seek a tax professional or someone they trust for aid in completing the VDR form.

#### **Part I** Vendor Business and Contact Information

1	Vendor Name	The name must match with the name the IRS associates with your TIN.
2	Doing Business As (DBA)	If you have a business name, trade name, doing business as name or disregarded entity name.
3	Address	Enter your street address, including Apt #, Suite #, Unit #, etc.
4	Address	Enter your City, State, and Zip Code.
5	Phone Number	Enter your phone number
6	Fax Number	If applicable.
7	Sales Personnel	If applicable.
8	Sales Personnel Email	If applicable.
9	Accounts Receivable Personnel	If applicable.
10	Accounts Receivable Personnel Email	If applicable.
11	Accepted Payment Methods	Select either ACH or Check. Note: Consider selecting ACH (Direct Deposit) for faster payment delivery. Email <a href="mailto:accounts.payable@csueastbay.edu">accounts.payable@csueastbay.edu</a> to request a Direct Deposit form and instructions.
12	Discount Offered for Prompt Payment?	If applicable.

#### **Part II** Entity and Certification

1	Check appropriate federal tax classification	Check appropriate box for federal tax classification of the person/entity whose name is entered on Part 1 1, Vendor Name.
2	Check appropriate box which best describes your primary business with CSU East Bay	Check appropriate box(es) for the reason you are receiving a payment from the University.
3	Certification	If applicable.

#### **Part III** Taxpayer Identification Number (TIN)

Federal Employer Identification Number	Enter your 9 digit taxpayer identification number as appropriate.
OR	
Social Security Number	Enter your 9 digit taxpayer identification number as appropriate.

#### **Part IV** Vendor



## **Frequently Asked Questions**

### **Why are you receiving a Vendor Data Record (VDR)?**

- You provided a service or goods to California State University, East Bay and anticipate a payment in exchange. The VDR form is a legal tax document in lieu of an IRS W-9 form. It is required for all payees (non-governmental entities or individuals) entering into a transaction that may lead to a payment from the University. For more details about the W-9 form, please visit the IRS website at [www.irs.gov](http://www.irs.gov).

### **What electronic device can I use to fill-out the form?**

- We recommend using a desktop computer or laptop to fill-out the form in Adobe Sign. Please do not use auto-fill since we commonly see sections not fully completed.

### **Who (or what) is a Vendor?**

- A Person (Individual) or Business anticipating a payment from the University in exchange for services or goods they provided to CSUEB.

### **What is “Doing Business As (DBA)”?**

- The “Trade Name” a sole proprietor or business legally registered with the state of California, or their jurisdiction, that differs from the name filed with their Taxpayer Identification Number.

### **What is a CA state tax withholding waiver?**

- Visit the State of California Franchise Tax Board website to see if you qualify and for further instructions: <https://www.ftb.ca.gov/forms/misc/588-instructions.html>.

### **What is the Country of Residency?**

- The country of your citizenship or principal home for legal purposes.

### **Why am I receiving the VDR form again when I just completed it?**

- Rejected VDR forms, due to unanswered Parts, partially completed Parts, or questionable Tax Identification Numbers - are declined. The University asks all vendors to please carefully read and complete all Parts of the VDR form in its entirety, and to double check all fields for accuracy—making sure to include all digits in the Tax Identification Number—before submission.