

STUDENT SUPPLIER CREATE/MAINTAIN FORM

NEW STUDENT SUPPLIER

STUDENT SUPPLIER UPDATE

This form is only to be used for student awards and stipends. The University's External Committee Member Request Form should be used for non-student worker travel reimbursements and refunds, <https://www.montclair.edu/finance-and-treasury/forms/>. **The form should be submitted to the University Staff or Faculty member via MSU File Hawk <https://www.montclair.edu/wp-content/uploads/sites/168/2018/07/File-Hawk.pdf>.**

The below sections are to be completed by the Montclair State University student. Appropriate supporting tax documentation, W9 for United States citizens, <https://www.irs.gov/pub/irs-pdf/fw9.pdf?portlet=3>, or W8 for international citizens, <https://www.irs.gov/pub/irs-pdf/fw8ben.pdf>) must be also be submitted. These forms are to be entered in Workday via **"Create Supplier Request"** or **"Create Supplier Update"** by the University Staff or Faculty member.

Payment Type: Student Award

Stipend

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

Phone Email Address Banking Other Specify: _____

CONTACT INFORMATION

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:

ACH Routing Number (9 digits required):

Bank Account Number: