



THE TEXAS A&M UNIVERSITY SYSTEM

Vendor Information Sheet

Note: All BOLD fields are required

System Member: _____ Aggie Buy: _____ Concur: _____ Funds: _____

Vendor Type (Please check one of the following)

W9 Not Required

W9 Required

W8 Forms

____ Employee

____ Individuals/Sole Proprietor

____ All Foreign Company/Individuals

____ Student

____ All US Corporations

____ Refund Only

____ Prospective Employee/Student

Federal Tax Id/SSN (UIN's for students or employees) _____

Vendor/Individual Name: _____

Remit To/Payment Address: _____

*****If adding to Aggie Buy you must provide an Email Address for PO Distribution**

(if processing a refund or concur reimbursement, it must be indicated in the notes section below as Refund Only or Concur Only)

Contact Name: _____ Phone # _____

Email Address: _____

Notes: _____

Prepared by: _____

Department Name: _____

Phone # _____

Email: _____

When completed Fax to: Accounts Payable (979) 458-4191 or Mail to: FMO-AP Mail Stop 6000, College Station, TX 77843-6000.
Form necessary for current/prospective employees/students, refund only, concur only or address change/update. If you should
have any questions, please send an email to vendorhelp@tamu.edu (Revised 2022)