



Florida State University  
**Vendor Authentication and Direct Deposit  
 Form for Individuals**

Disbursement Services  
 5607 University Center A  
 Tallahassee, FL 32306-2391  
**Ph:** (850) 644-5021  
[CTL-APVendors@fsu.edu](mailto:CTL-APVendors@fsu.edu)

**For the protection of confidential information, please submit through FSU Dropbox. Can also use mail or fax.**

**Instructions, Terms and Conditions**

Checking box will take you to Instructions, Terms, and Conditions. If you agree, please complete the form.

\* Legal Name

\* Street Address

\* City, State and Zip Code

\* Social Security Number

\* E-mail

\* Phone

**\* Vendor Classification**

- Research Participant (Classification APMS)
- Honorarium Recipient
- Other (Prize recipient, etc.)

**\* Department Information**

\* Dept. Contact

\* Dept. E-mail

**\* Vendor Type**

- FSU Student
- FSU Employee
- Other

**Direct Deposit Information**

If you are unable to use Direct Deposit, please contact [AP Vendor Services](#)

\* Direct Deposit Action  Start  Change

\* Financial Institution Phone #

\* Checking Account Number

\* Transit/Routing Number

\* Financial Institution Name

Vendor ID (FSU Use Only)

**SPECIAL NOTE:** Please make sure your direct deposit has stopped before closing your account. Otherwise, the funds will be returned to FSU and cause a seven to ten-day delay before you receive your payment. Direct deposits take effect immediately, so please ensure your information is correct. FSU is not liable for any incorrect information submitted by the vendor on this form (e.g., account number, routing number, vendor identification number).

**Certification**

Under the penalties of perjury, I certify the information supplied herein, including all attachments, is correct to the best of my knowledge, and is in compliance with the Terms and Conditions.

\* Digital Signature

## Instructions, Terms and Conditions

1. This form is intended for individuals only. Other potential vendors (Organizations, Corporations, LLCs, etc.) should complete the Vendor Authentication Form if they are being paid unencumbered (without a purchase order). All other potential vendors should contact Procurement Services.
2. If you are *not a US Citizen or permanent US Resident*, DO NOT complete this form. Contact Florida State University (FSU) Payroll Services department at (850) 644-3813.
3. Handwritten forms will not be accepted.
4. The request for your Social Security Number (SSN) or other Taxpayer Identification Number (TIN) by FSU Finance and Administration is mandated by 26 U.S.C. 6041 and related IRS regulations. If you have questions about the collection and use of SSNs at FSU, please visit:

### [4-OP-F-7 Policy on Safeguarding of Confidential Financial and Personal Information](#)

5. If the following form is not complete with accurate information, your payments may be subject to 24% federal income tax backup withholding.
6. Under the penalties of perjury, I certify that:
  - a. The information supplied herein, including all attachments, is correct to the best of my knowledge, and
  - b. In doing business with Florida State University, I or my organization is in compliance with Chapter 112, Florida Statutes, conflict of interest, and I have disclosed the name of any FSU employee who owns, directly or indirectly, an interest of 10% or more in the above organization or any of its branches
  - c. My vendor status with Florida State University has no relation with any employment I may have at FSU or I certify I am not an employee of Florida State University, and
  - d. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
  - e. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
  - f. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of failure to report all interest or dividends, or (c) The IRS has notified me that I am no longer subject to backup withholding, and
  - g. I am a U.S. Citizen, including a U.S. resident alien.