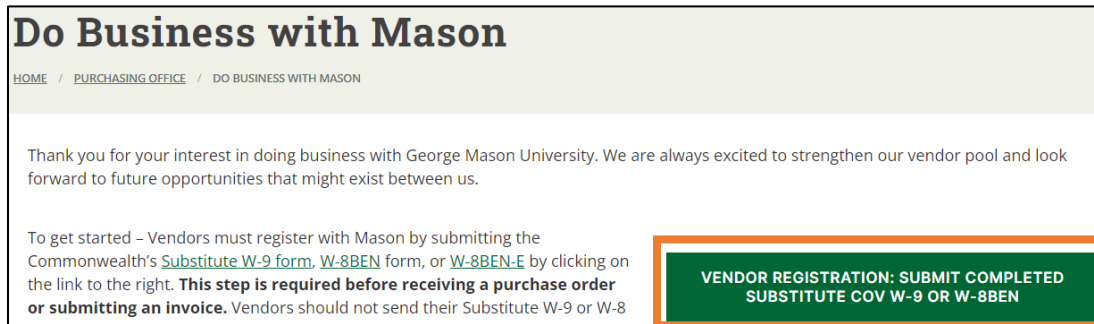


Vendor Registration

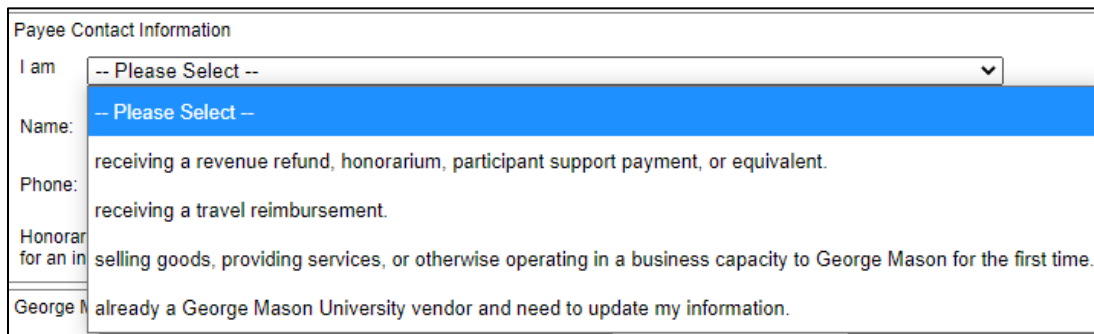
All vendors or individuals who intend to receive payment from George Mason University must obtain a vendor specific identifier called a “G number.” Existing vendors, who are already registered with Mason and have a G number, must submit a new Substitute COV W-9/W-8 in order to update their address or other contact information. **Please be sure to sign the document with either a handwritten signature, DocuSign, or a certified electronic PDF signature. The Commonwealth does not accept “typed in” or other non-verifiable signatures.** Please contact the Vendor Maintenance team at papadmin@gmu.edu for questions about completing vendor registration.

Step-by-Step

1. Complete and sign the appropriate tax form. Create a PDF or JPG version of the form to upload with your Vendor Registration.
 - a. [Substitute COV W-9](#) (Federal W-9 is not accepted) for US based individuals/entities. Only individuals should use their personal SSN. Entities should use the business tax ID (EIN/TIN). The Business Name must match exactly. For LLCs, you must select the sub-designation (S-corp, C-corp, Partnership, or Corporation).
 - b. [W-8BEN](#) for foreign individuals or [W-8BEN-E](#) for foreign entities
2. Go to <https://fiscal.gmu.edu/purchasing/do-business-with-mason/> and select “Vendor Registration: Submit Completed Substitute COV W-9 or W-8BEN”



3. Under the “I am” drop down select your status or reason for receiving payment.



- **For individuals** “receiving a revenue refund, honorarium, participant support payment, or equivalent – OR – receiving a travel reimbursement” enter the remaining **Payee Contact Information, George Mason University Contact Information, upload your tax document** (Substitute COV W-9/W-8BEN) and then click **SUBMIT FORM**.
 Note – failure to enter the correct George Mason University Contact may delay your payment

Vendor Registration

Payee Contact Information

I am: receiving a revenue refund, honorarium, participant support payment, or equivalent.

Name: Sarah Mitchel

Phone: (904) 699-5555 Email Address: smitch@gmail.com

Honorarium, Participant Support, and reimbursements for Travel are only paid to individuals. If you are not submitting a tax form for an individual, please make a different selection on the "I am" drop down above to submit your vendor (company) tax form.

George Mason University Contact Information

Name: Jessi Adams Contact Email: jadams15@gmu.edu

Comments:

Substitute COV W-9/W-8BEN Upload: Choose File No file chosen
Files over 25 MB will not be accepted

Submit Form

EXAMPLE ONLY

- **For entities** “selling goods, providing services, or otherwise operating in a business capacity” – OR – “already a vendor and need to update my information” enter the remaining **Payee Contact Information, George Mason University Contact Information**, and then answer the **Electronic Payment Option, Certification Statement, and eVA Status** questions. **Upload your tax document (Substitute COV W-9/W-8BEN)** and then click **SUBMIT FORM**.
Note – failure to enter the correct George Mason University Contact may delay your payment

Payee Contact Information

I am: selling goods, providing services, or otherwise operating in a business capacity to George Mason

Company Name: ABCD Corporation

Phone: (904) 699-5555 Email Address: smitch@gmail.com

Honorarium, Participant Support, and reimbursements for Travel are only paid to individuals. If you are not submitting a tax form for an individual, please make a different selection on the "I am" drop down above to submit your vendor (company) tax form.

George Mason University Contact Information

Name: Jessi Adams Contact Email: jadams15@gmu.edu

Information:
I understand that George Mason University has transitioned to electronic payments and all vendors or those operating in a business capacity are encouraged to enroll in one of its electronic payment options. Instructions for enrollment are available at: <https://fiscal.gmu.edu/electronic-disbursements/>.

As such, I agree to enroll in one of the following options within the next ten days or certify that I am already enrolled in the chosen option:

- Paymode - Free for vendors using an EIN only (no social security numbers) - Payment made on the 30th day**
- ePayables - Credit card processing fees apply - all vendors - Payment made on 20th day
- State EDI - Free for vendors using a Social Security number - Payment made on 30th day
- I decline to enroll in electronic deposit.

I have read and understand the above statement regarding enrollment in Direct Deposit.

University contracts may require self-registration and/or give preference to vendors that are self-registered with eVA, Virginia's electronic procurement system. As such, George Mason University strongly encourages all vendors to self-register at <https://eva.virginia.gov/register-now.html>

Vendors who choose not to self-register may be added to eVA as "state entered" vendors for registration purposes.

- I have already self-registered in eVA
- I have been state entered in eVA.
- I will not self-register in eVA and request that I be state entered. I understand this might limit future procurement opportunities.

Comments:

Substitute COV W-9/W-8BEN Upload: Choose File No file chosen
Files over 25 MB will not be accepted