**Instructions for UNT 3rd Party Payment Setup**

**Objective**: Provide guidance on filling out external vendor setup forms for The University of North Texas.

**Forms:**

**UNT’s W9 form:**

* An updated W9 form is available annually at the beginning of the calendar year. Updated forms can be requested from BSC\_Admin\_Suppt@untsystem.edu

**3rd Party Vendor Setup Form for UNT:**

* Assistance can be provided by the University Budget Office
* Utilize information from W9 form for Legal Name, Federal Tax Classification, TINs, and Exemption Codes.
* Address – Utilize your Dept’s information
* Business Name – Specify Dept’s information

**Banking Information related to electronic payment setups (ACH, EFT, and Wires) Form:**

* Assistance with this form is provided by contacting treasury@untsystem.edu and CO\_CashAcctg@untsystem.edu.
* Recognizing revenues received: Please be sure to retain a copy of the billed invoice for supporting documentation and chartstring. This information is need to be provided to CO\_CashAcctg@untsystem.edu for the transaction to be properly recorded.