

Vendor E-Doc Review/Checklist for Individuals

- 1) All new vendors must complete a vendor application form.
 - a) Review vendor signature on vendor form. If missing, obtain forms with signature from department.
 - b) Review citizenship status field
 - i) If foreign national ad-hoc approve to the Tax & Compliance group (10739) and fax all documents to X4296 then approve the e-doc. No additional steps are needed.
 - c) Review vendor email address. If email address includes: **@uchc.edu or @ct.gov** discuss vendor with supervisor
 - d) Review UConn student and State of Connecticut Employee fields
 - i) If current UConn student and paying for services confirm with Peoplesoft that student is not currently enrolled.
 - ii) If a former or current State of Connecticut Employee confirm with Genesys that employee has been gone for 1 year or more. If less than a year discuss with supervisor
- 2) Individuals being set up for services or royalties must complete a W-9.
 - a) Review vendor signature on W-9. If missing, obtain W-9 with signature from department.
- 3) Vendor Name field must be identical to the W-9 & vendor form
 - a) Legal names as per W-9 should be in vendor name field in KFS
 - b) Check name or social security number in Peoplesoft (SA-Student Admin)
 - i) Verify citizenship status in Peoplesoft to vendor form, if foreign national ad-hoc to the Tax & Compliance group (10739) and fax all documents to X4296 then approve the e-doc
 - ii) If there is a match and is a refund, reimbursement or Candidate use Peoplesoft number as Alias, enter social security number in KFS and move to step 5.
 - iii) If no match and is a refund, reimbursement or Candidate move to step 5.

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- iv) If there is a match and vendor is performing services, check Genesys
- v) If vendor is in Genesys, confirm that the employee has been gone for 1 year or more. If less than a year discuss with supervisor
- 4) Verify IRS TIN with e-services and perform debarment screening
- 5) Check name in LDAP (KFS Admin Tab)
 - a) If vendor is in LDAP and is a refund, reimbursement or candidate disapprove and tell the department to use LDAP.
- 6) Vendor Type = Purchase Order/DV.
- 7) Is this a foreign vendor- yes/ no. If yes, ad-hoc approve to Tax & Compliance group (10739) and fax all documents to X4296 then approve the e-doc.
- 8) Tax number verified on IRS website, which should match the W-9. FYI, this field can be blank for refunds, reimbursements and candidates only, make sure to add hold code and complete restricted reason field.
- 9) Tax number Type is based on W-9. (Dec 2014 is current version)
- 10) Ownership type is based on W-9 see typical list below:

Ownership

<u>Code</u>	<u>Ownership Description</u>
CP	Corporation
GV	Government
ID	Individual/Sole Proprietor
NP	Non-Profit
FI	Foreign Individual
PA	Partnership
PS	Pending Status
FC	Foreign Corp
FG	Foreign Government
LL	Limited Liability Co.
FO	Foreign Tax Exempt Org
FP	Foreign Partnership
FF	Foreign Fiduciary/Trust
SG	State Government
TG	Town Government
EI	Educational Institute

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TE

Trust/Estate

11) Ownership type category should correspond with the business type on application.
Select appropriate type below:

UConn Student
Legal Services
Health Care Services
Entertainment
Royalties
State Employee
UConn Employee
Non UConn Student
Affiliated Employee
CT Cert-123

12) W-9 received yes/no.

13) Backup withholding dates need to be deleted if filled in (rarely used should not be filled out by staff of UConn).

14) Debarred field for individuals when checked then select yes/no. FYI "no" means website was checked and the business does not appear.

15) Payment terms should be selected by department. If none is selected then select net 1 day.

16) Select the taxable indicator for Individuals and LLC entities. If an individual provides legal services, medical services, entertainment and/or public speaking this vendor is reportable and the taxable indicator should be checked.

17) Check vendor hold code field to be sure its appropriately marked. FYI--NRA supersedes A&E. Vendor hold codes below should explain the reason for hold code and should be entered in restricted reasons field. See below for current hold codes:

A&E-TAX	CT Athletic & Entertainment Tax (May need to take 6.7% tax if performance over \$1,000.00 or Speaker/Lecturer over \$5,000.00 & not living in CT). For more detail refer to the Policy and Procedures folder on the shared drive.
ACH	Automated Clearing House (UCONN does not use)
AFFILTE	University Affiliates (i.e. Dining services refunds, phasing this hold code out discuss with vendor coordinator)

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CNDIDATE	For Candidate (Vendor only approved for reimbursements, if services disapprove and advise department to edit vendor & obtain a W-9 to remove hold code)
DONOTUSE	Vendor info not valid-see vendor profile for details (discuss with vendor coordinator)
DRS	Department Of Revenue Services (Vendor owes taxes to DRS Adhoc "approve" E-doc to Levy Group, 10744)
IRS-LEVY	Internal Revenue Service-Levy, (Vendor owes taxes to IRS Adhoc "approve" E-doc to Levy Group, 10744)
IRS-TIN	Internal Revenue Service-Taxpayer Identification Number (Problem with Tax ID#, disapprove and advise department vendor needs editing & to obtain W-9 to remove hold code)
NONTAXBL	CERT123 Vendor No Tax (Do not pay any additional taxes if billed)
NRA	Non Resident Alien (May need to take NRA tax Adhoc "approve" Edoc to Tax & Comp Group, 10739)
NRAREIMB	Foreign guests (non-employees) receiving travel costs only (Reimbursements Only) (Vendor only approved for travel reimbursements, disapprove and advise department vendor needs editing and to contact Tax & Compliance Office)
OTH	Other (Go to the Vendor Profile to read notes about "other" and discuss with vendor coordinator)
REFUND	For Refunds Only (Vendor only approved for refunds, if services disapprove and advise department to edit vendor & obtain a W-9 to remove hold code)
REIMONLY	Reimbursements Only (Vendor only approved for reimbursements, if services disapprove and advise department to edit vendor & obtain a W-9 to remove hold code)
SEEC	State Election Enforcement Commission (Hold entry or approval of edoc until department/processor obtains vendor phone# or Email and submits vendor edit)
SPS	Sponsored Programs, High Risk Vendor (Not currently in use, will update when implemented)
ST-EMP	State Employee, UConn Employee, State Retirees (Do not pay for any services)
UC-STU	UConn Student (Do not pay for any services)

18)Purchase Order (PO) address fields and remit address fields.

- a) If any address is foreign, ad-hoc approve to the Tax & Compliance group (10739) and fax all documents to X4296 then approve the e-doc.

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- b) The default PO address should be the address from the W-9 (this address will be used for 1099 purposes). If there is a different address on the vendor application then it should be entered as an additional PO address.
 - c) If the remit and PO address are the same you only have to add one address and it has to be the PO default address.
 - d) If the vendor is a DV upload type vendor (e.g. Utilities, dining services, husky bucks, Babbidge and law library vendors) then PO default address needs to be the same as the remit address.
 - e) PO address fax number field is the default for the delivery of the purchase order. Be sure that a fax number is in this field. If they don't have a fax then the email address is used by purchasing to send PO. Verify email address is correct. Review for misspelling and typos.
 - f) If you have multiple PO and remit addresses only one can be selected as the default address.
- 19) Review contact information tab with vendor form. You may put attention information on address line 1.
- 20) Supplier diversity tab should accompany certificate if this is marked yes, verify information in e-doc with certification for accuracy. These are CT vendors only.
- 21) Alias tab should include DBAs, Peoplesoft numbers for students, old FRS vendor number and UConn employee number. **Remember once you submit an alias you can't delete it.
- 22) Review vendor phone number with vendor form.