

### New Vendor Enrollment Process Documentation Requirements

<sup>1</sup> Vendor Types	<sup>2</sup> Verification Document Requirements						<sup>3</sup> Insurance Requirements			<sup>4</sup> Dining / Events Requirements			<sup>5</sup> Additional Requirements	
	New Vendor Enrollment Form	W9 Form	IRS TIN Match	Federal OFAC List	Secretary of State	References	Liability	Auto	Workers' Compensation	Health Permit	ABC License	Business License	1099 Tax Reportable Payment	Independent Contractor Checklist
Consultant companies	Yes	Yes	Yes	Yes	Yes	See below	See below	See below	See below	No	No	No	Yes	No
Educational institution/agency	No	No	Yes	No	No	No	No	No	No	No	No	No	No	No
Entertainment or event companies (including inflatables, petting zoo, photo booth, face painting, etc.)	Yes	Yes	Yes	Yes	Yes	See below	Yes	Yes	Yes	No	Yes (if applicable)	Yes (if applicable)	Yes (if providing a service)	Yes (if payment is made to an individual)
Facilities contractors/sub-contractors	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	Yes	Yes (if payment is made to an individual)
Food providers, catering companies	Yes	Yes	Yes	Yes	Yes	See below	Yes	Yes	Yes	Yes	Yes (if applicable)	Yes (if applicable)	Yes (if providing a service)	Yes (if payment is made to an individual)
Foreign companies	Yes	Refer to Office of Int'l Tax	No	Yes	Yes	See below	Dependent upon type of purchase	Dependent upon type of purchase	Dependent upon type of purchase	No	No	No	No (refer to Office of Int'l Tax)	No (but may require additional tax forms for Office of Int'l Tax)
Garnishment vendor/payee	No	No	No	No	No	No	No	No	No	No	No	No	No	No
Government Agency	No	No	No	No	No	No	No	No	No	No	No	No	No	No
Individuals paid as consultants, guest speakers/lecturers, performing artists, sports officials or timekeepers, student teachers	No	No	Yes	Yes	No	No	No	No	No	No	No	No	Yes	No (but payments automatically flagged as 1099 reportable)
Individuals paid for service not specifically identified	Dependent upon type of purchase	No	Yes	Yes	No	See below	Dependent upon type of purchase	Dependent upon type of purchase	Dependent upon type of purchase	Yes	Yes (if applicable)	Yes	Yes	Yes
Leasing company (real estate)	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	No	No	Yes	No
Leasing company (equipment)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	Yes	No
Medical/dental	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	No	Yes	Yes (if payment is made to an individual)
Memberships (unless government, non-profit, or education)	Yes	Yes	Yes	Yes	Yes	See below	No	No	No	No	No	No	Yes (unless non-profit, gov't or education)	No
Non-profit organization	No	Yes	No	Yes	No	No	No	No	No	No	No	No	No	No
Office supply companies delivering to campus	Yes	Yes	Yes	Yes	Yes	See below	No	Yes	Yes	No	No	No	No	No
Performing artists (company)	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	No	No	Yes	No
Relocation services	Yes	Yes	Yes	Yes	Yes	See below	Yes	Yes	Yes	No	No	No	Yes	Yes (if payment is being made to an individual)
Software	Yes	Yes	Yes	Yes	Yes	See below	See below	See below	See below	No	No	No	No	No

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State licensed professionals (architects, engineers, lawyers, etc.)	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	No	No	No	Yes	Yes (if payment is made to an individual)
Subscriptions	Yes	Yes	Yes	Yes	Yes	See below	No	No	No	No	No	No	No	No
Transportation services	Yes	Yes	Yes	Yes	Yes	See below	Yes	Yes	Yes	No	No	No	Yes	Yes (if payment is made to an individual)
Vendors receiving a refund or reimbursement	No	No	No	No	No	No	No	No	No	No	No	No	No	No
Vendors not specifically identified elsewhere in this document	Yes	Yes	Yes	Yes	Yes	See below	Dependent upon type of purchase	Dependent upon type of purchase	Dependent upon type of purchase	No	No	No	Yes (if providing a service)	No

**Vendors listed in the ESM contract management system have gone through the vendor enrollment process; therefore, all required documentation has been received and verified.**

<sup>1</sup>**Vendor Types:** All vendors must have appropriate licenses and insurance as required by the Commonwealth of Virginia, such as auto insurance, professional licenses, etc. Permits, licenses, and references may be needed depending upon the nature of the work. Business units hiring **consultants** or purchasing **software** should have a contract, and insurance requirements must be addressed in the contract.

<sup>2</sup>**Verification Document Requirements:** For each identified vendor type, the Accounts Payable Office is responsible for collecting and verifying the various documents. The **New Vendor Enrollment Form** and the **W9 Tax Form** are required from the majority of our vendors, depending on their vendor type or the commodity they are providing. The IRS TIN Match process is used to verify the vendor's SSN or Taxpayer Id Number matches the information in the IRS database. The federal **Office of Foreign Assets Control (OFAC) list** is a list comprised of foreign individuals, companies, or groups which the federal government has designated cannot do business with the U.S. In order to verify the legitimacy of a vendor, the **Secretary of State** where the company is registered is accessed. **References** are required for vendors who participate in the University's formal RFP process. These reference checks may be performed by Procurement & Strategic Sourcing or the stakeholder committee that is conducting the acquisition.

<sup>3</sup>**Insurance Requirements:** All contractors and vendors providing services (or delivering) to the University must provide Certificates of Insurance and must carry the following minimum insurance limits (unless the University's Office of Risk Management has authorized an exception to these limits):

**Commercial General Liability:** \$2,000,000 per occurrence, \$3,000,000 general aggregate

**Comprehensive Automobile Liability:** \$1,000,000 combined single limit per occurrence

**Worker's Compensation:** following Virginia statutory limits

Note: These are our basic insurance requirements. Certain contracts/vendors may require different or additional coverages. Visit the Office of Risk Management's website, <http://risk.richmond.edu> for assistance in determining requirements

<sup>4</sup>**Dining/Events Requirements:** These specific documents are only required for dining or event vendors. Visit these websites, <http://events.richmond.edu/events/index.html> or <http://dining.richmond.edu/purchasing/index.html> or contact the offices directly for questions about their requirements.

<sup>5</sup>**Additional Requirements:** Service type payments may be **1099 tax reportable**, dependent upon the vendor type. All service type payments made to an individual are 1099 tax reportable. Service type payments made to companies are 1099 tax reportable unless the company is classified as a "Corporation" on their W9 tax form. Generally, the **Independent Contractor Checklist** must be completed for payments made to individuals for service. Human Resources makes the determination of whether a vendor should be classified as an independent contractor or as an employee, based on the completed checklist. Payments to guest speakers/lecturers, performers, sports officials or timekeepers, or student teachers have been identified as **1099 tax reportable** payments; therefore, an Independent Contractor Checklist is not required for these types of payments. However, these payments are taxable income to the vendor and will be reported if they reach the \$600 threshold established by the IRS.