

1099 Vendor W9 on file: YES NO

Date: _____

US Citizen? YES NO

non US Citizens must complete W-8BEN - See "Payments to NonResident Aliens" on the SBC Business Office Website www.busofc.sbc.edu or click on the button below

MAKE CHECK PAYABLE TO:

DELIVER CHECK TO:

Name _____

Name _____

Addr1 _____

Addr1 _____

Addr2 _____

Addr2 _____

City, State, Zip _____

City, State, Zip _____

SBC APPROVAL _____

DESCRIPTION/EXPLANATION OF CHARGE					AMOUNT
GRAND TOTAL					

INDEX	FUND	ORG	ACCT	PROG	AMT

GRAND TOTAL

Banner Invoice No:

Check Date:

Vendor No:

Note:

Sweet Briar College must have a W-9 or a Vendor Registration Form on file for all payees before payments can be processed. Go to IRS.gov to download Form W-9 or click on button at right.

To avoid payment delays submit a W-9 or a Vendor Registration Form with this Payment Request Form, or confirm with the Business Office that the vendor has one on file.