

U.S. CITIZEN OR GREEN CARD HOLDER

In order to request reimbursement, Emory requires that you complete certain forms based on your U.S. residency status.

If you are a U.S. citizen or Green Card holder, please do the following:

- Provide copies of *itemized* receipts (not summary receipts) for all items you wish to have reimbursed (a single pdf for the receipts is preferred)
- Complete the SIIF form enclosed
- Complete the ACH form enclosed (for your reimbursement to be deposited in your U.S. bank account)
- Complete the [New Supplier Information Form \(SIF\) for Domestic and Foreign Suppliers/Individuals/Study Participants](#)
please be sure to start from the Home tab, select “yes/no” to question asking if you are a U.S. citizen or resident for tax purposes and then click to proceed, fill in all other fields (either free text or drop down option depending on the fill in option)

Please make sure that all forms (with the exception of the excel-based SIF form) have a true signature – pen to paper OR print + sign and scan documents OR electronic signature as shown below. Digital signatures and regular typed signatures are not acceptable.

A handwritten signature in black ink, appearing to read 'P. Smith', with a horizontal flourish underneath.

Please submit all relevant receipts and return the required forms and copies of documents to reimb@emory.edu with the subject line GAGS 2022 Reimbursement – Your last name e.g. GAGS Reimbursement – Wilson

IMPORTANT: Please review the following separate PDF documents provided on the website

1. Non-reimbursable or Payable Items
2. Receipt Requirements

PLEASE DO NOT CHARGE CORPORATE CREDIT CARDS FOR GAGS 2022 RELATED PURCHASES FOR WHICH YOU PLAN TO SEEK REIMBURSEMENT.



EMORY UNIVERSITY

PROCUREMENT & PAYMENT SERVICES

Supplier/Individual Information Form

This form is used to establish or update a record within the Emory University Procurement & Payment Services' system and meets the Federal requirements to request a taxpayer identification number (TIN), request certain certifications for Federal procurement reporting and claims for exemption, and internal requirements for supplier establishment. This form is to be completed in the place of the Federal W-9 form. International individuals/entities should complete the appropriate W-8 form.

FORM INSTRUCTIONS: The Emory University employee that is requesting goods or services from the supplier must complete the Emory University Contact Information portion of this form before sending the form to the supplier. Do not return this form to the IRS.

NOTE TO SUPPLIER: Submission of this form does not authorize a supplier to provide goods or services to Emory University until the supplier is notified by Procurement.

Emory University Contact Information (This section must be completed by an Emory University employee before sending the form to the supplier)

Employee Name:	Nai Laicer	Emory Email:	reimb@emory.edu
School/Department:	Computer Science/Mathematics	Campus Phone:	

Supplier/Individual Name and Information

Legal Name:		Email:	
DUNS Number:		Foreign ID:	
Contact Name:		Phone:	
		Emory Student ID:	

TIN (select one)	<input type="checkbox"/> Employer Identification Number (EIN) <input type="checkbox"/> Social Security Number (SSN)	Taxpayer Identification Number (EIN/SSN #):	
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Entity Type (select one)	<input type="checkbox"/> Individual/sole proprietor or single member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Foreign <input type="checkbox"/> Limited liability company (LLC) <input type="checkbox"/> Other (explain):	Exemption Code:	
	If LLC, Select Tax classification: <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership Note: For a single-member LLC that is disregarded, do not check LLC. Instead, check the appropriate box above for the tax classification of the single-member owner.	Exemption from FATCA reporting, if any:	

Legal Mailing Address	Line:			
	Line 2:			
	City/State/Zip:			
	Website:		Phone:	
	Email:		Fax:	

Ordering Address (If different from above) <i>This does not apply to individuals.</i>	Method to receive orders: Email Fax
Line 1:	
Line 2:	
City/State/Zip:	
Email:	
	Phone: Fax:

Payment Remit to Address (If different from Legal Mailing Address above)	Line 1:			
	Line 2:			
	City/State/Zip:			
	Email:		Phone:	
			Cash Discount Payment Terms:	None

Certifications

Under penalties of perjury, I certify by signing below that

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me).
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding.
- My firm is not currently debarred, suspended, or proposed for debarment by any federal entity and I agree to notify Emory University Payment Services of any change in status.
- My firm does not currently have any employees, vendors, or other types of contractual relationships in place with parties on the U.S. Department of Treasury Office of Foreign Assets Control Specially Designated National (SDN) List. This list can be found at the following URL: <http://www.ustreas.gov/offices/enforcement/ofac/sdn/>
- Are you a U.S. citizen or other U.S. person as defined in the U.S. Department of Treasury Form W-9? Yes No
- Are you or any Officer, Owner or Partner in this company an employee of Emory University? Yes No
- Is a direct family member of any of the above an Emory University employee (spouse, partner, etc.)? Yes No
- Does your firm agree to Emory's payment terms of Net30? Yes No

5-8 Required. Choose 'Yes' or 'No'.

Signature: _____

Date: _____



Payment to **US Bank Accounts Only**

Emory ACH Payment Authorization Form

Items below with an asterisk * are REQUIRED.

Vendor/Payee Information

*Vendor Name/Account Holder Name _____
 Vendor Division Name _____
 Vendor/Account Holder Address _____
 Vendor Primary Contact Name _____
 Vendor/Account Holder Primary Contact Phone _____
 Vendor/Account Holder Primary Contact Email _____
 Remittance information will be sent to this email address.

Banking Information

*Name of Receiving Bank _____
 *Routing Number/Bank ID (Paper ACH) _____
 *Account Number _____
 Bank Contact Name _____
 Bank Contact Phone _____
 Bank Contact Email _____

Please double check that the Routing and Account numbers are correct. Errors can result in delaying payment up to 6 months.

Vendor Authorization

We hereby authorize, with the signature below, Emory University Payment Services to deposit all payments into the above referenced account.

*Vendor/Account Holder Authorized Signature _____
 Authorized Signer's Title _____
 *Authorized Signer's Phone _____
 *Date of Signature _____

Below - For Emory Payment Services Use Only

Emory Vendor ID (PeopleSoft) _____
 Bank Information Entered on _____
 Bank Information Entered by _____
 Vendor Maintenance Information Verified by _____

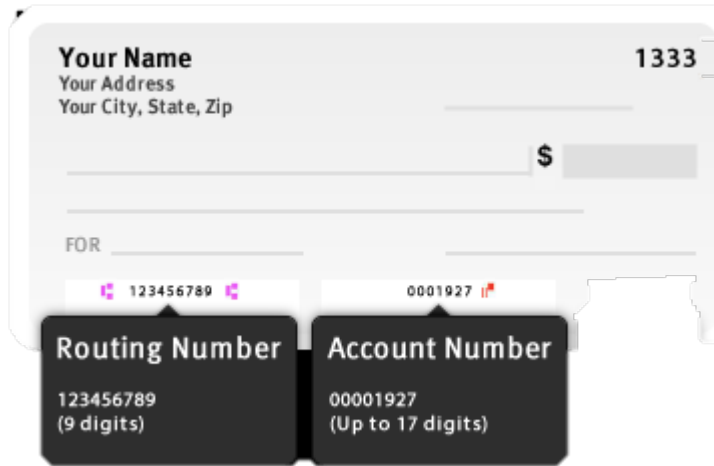
Providing Emory with the incorrect banking information for ACH payments is difficult to fix once entered in the system. Errors in the routing and/or account number can result in a delay in receiving your payment. *This delay can take up to 6 months.*

How do I find my ACH routing and account number?

1. The information is printed on your checkbook; see our illustration above for how to find it.
2. You can most likely find the information on your bank's website.
3. With some banks you may find the information by logging into your internet banking, see more info below.
4. You can always contact your bank to find the information. To get the right routing number, the easiest is to ask for the "Electronic ACH routing number" and to include information about which State you opened your account in.

Option 1: Look at your checkbook

If you have your checkbook at hand, have a look at the illustration below for how to locate these details.



Option 2: Find the routing number on your bank's website

Your routing number is associated with your bank ID and location. One bank may have many different routing numbers for different locations. We unfortunately can't keep instructions up-to-date for every bank. Please click the link for the bank of your choice:

[Bank of America](#)

[Capital One](#)

[Chase](#)

[Citibank](#)

[PNC Bank](#)

[SunTrust](#)

[TD Bank](#)

[U.S. Bank](#)

[Wells Fargo](#)

[Other banks](#)

[Bank of America](#)

Bank of America offers a guide online; simply [visit the guide](#), select your State and locate the number called "Electronic (ex. Direct Deposit/Automatic Payment)".

Please note - The routing number, 026009593, is a wire routing number, and will not work for ACH payments from BoA.

[Capital One](#)

With Capital One you might have to log into your internet banking or contact the bank to get the correct number. Once logged into the internet bank, the routing number should be available under the "Account Details & Transactions page".

[Chase](#)

Chase offers a list online, simply [visit this FAQ page](#) and look up the number for the region where you opened the account.

List continued on next page

Citibank

Citibank offers a list online, simply visit [this FAQ page](#) and look up the number (called ABA number) for the region where you opened the account.

PNC Bank

PNC Bank offers a guide on how to find the right details. [Visit this page](#) and then locate the section called "Where can I find my full Account and Routing Number?" for more info.

SunTrust

SunTrust has a new "universal ACH Routing Transit number", which you can find on [this FAQ page](#). (If you choose to follow their instructions on how to find the number on your checks on that page, please note that it's the "3: ACH Routing Transit Number" that you're after.)

TD Bank

TD Bank offers a list online, simply [visit this FAQ page](#) and look up the number for the region where you opened the account.

U.S. Bank

For Checking accounts; U.S. Bank offers a list online, simply [visit this FAQ page](#), scroll down the page and look up the number for the region where you opened the account.

For Savings accounts; please contact the U.S. Bank support team, as no list is available online.

Wells Fargo

Wells Fargo offers a guide online; simply [visit the guide](#) and answer the questions about your account to find your routing number.

On the question "Will you be using this information to receive a wire transfer?", select "No" to make sure you get the right number.

Option 3: Log into your internet banking

You can usually find these details by logging into your internet bank. From there you should easily be able to see your accounts and the account number of the account you would like to use (this number can be up to 17 digits long).

To find the routing number, you might have to click your way to detailed information about the account. The number you're looking for is 9 digits long, and usually called "Routing number", "Electronic ABA routing number", "ACH routing number" or "Routing/Transit number" but the description varies from bank to bank.

Option 4: Contact your local bank representative directly