

Vendor Should Complete Form with
Agency Input

Attach Completed form
to VCC/CM transaction

For questions, call: **(801) 957-7703**

Creation
Modification
Vendor
Customer



Note: Some features may not work when completing the form in the browser. Please download forms to a PDF before entering information. All forms are downloadable PDFs.

DIVISION OF FINANCE VENDOR/CUSTOMER CREATION/MODIFICATION

Legal/Individual Name

DBA if Applicable

Does the Vendor have an Active Contract? Yes No If yes, enter a contract number

Tax Reporting

Tax ID Number (TIN)

TIN Type

Organization Type

1099 Classification

1099 Reportable

Preferred Payment Method EFT

*If Selected Complete Check
Form FI 171

PaymentPlus (Single Use Virtual Card)

Address Information

Address 1

City, State, ZIP

Address Type Payment Billing Ordering

Address 2

City, State, ZIP

Address Type Payment Billing Ordering

Address 3

City, State, ZIP

Address Type Payment Billing Ordering

Contact

Primary Contact

Phone Number

Email

Email for EFT Remittance, if applicable

Attestation

All of the information contained in this form is true and accurate to the best of my knowledge. I hereby certify that I am an authorized representative of the business and am acting in that authority and on behalf of the vendor listed above.

Signer Name

Signature

Date

Agency Information

Agency Contact

Department Name

Department Number

URS Attestation

Under UCA 49-11-12, (Post-Retirement Reemployment Restrictions Act), it is the responsibility of the State to identify and certify that a post-retired employee is working/providing services to the State of Utah. Violations of this act and failing to certify post-retirees with URS will result in a liability to the State for repayment of retirement benefits. Visit URS for more information (urs.org/employerguide)

Is the vendor currently receiving retirement benefits from Utah Retirement Systems (URS)? No Yes

Notice of Personal Information Data Collection (UCA 63-G-2-601(2))

The data collected by this form is part of general record series 30900, 30901, 30546 and 30547

Reason for Data Collection

You are asked to provide this information to generate a valid profile for the State's accounting system so agencies of the State can create payments or billing requests for your business.

Intended Uses of the Information

The State of Utah will use this information to create a profile in our accounting system so payment or invoices can be made for your business.

Consequences for Refusing to Provide the Information

Failure to provide the requested information will prevent your profile from being valid and payments/invoices will not be generated resulting in loss of income or other collections methods.

Data Sharing

This information may be shared with other State Agencies of the State of Utah to allow transaction processing.

This information may be shared with financial institutions to generate payments

This information may be shared with the Internal Revenue Service (IRS) to record 1099 reporting.