

**204 - VENDOR DATA RECORD FOR CALIFORNIA STATE UNIVERSITY, SACRAMENTO** NEW - JAN 2015

**PURPOSE:** Information contained in this form will be used by California State University, Sacramento to prepare 1099MISC tax forms and for withholding on payments to nonresident vendors. Prompt return of this fully completed form will prevent delays when processing payments. **NOTE: Government Entities, please complete sections 2 & 6, check the box at the end of this statement and return by US mail, email or fax to California State University, Sacramento.**

<b>1</b> <b>PLEASE RETURN TO:</b>	Department/Office	Procurement & Contract Services	Phone Number	(916) 278-7810
	Street Address	6000 J Street, Sequoia Hall, Room 320	Fax Number	(916) 278-5796
	City, State, Zip	Sacramento, California 95819-6008	Email	<a href="mailto:vendordatarecordform@csus.edu">vendordatarecordform@csus.edu</a>

<b>2</b> <b>VENDOR NAME AND ADDRESS</b>	Legal Business Name	<input type="text"/>	Phone Number	<input type="text"/>
	Individual/Sole Proprietor (Enter Owner's Full Name)	<input type="text"/>	Fax Number	<input type="text"/>
	Mailing Address (Street or P.O. Box Number)	<input type="text"/>	Email Address	<input type="text"/>
	City	<input type="text"/>	State	<input type="text"/>
		Zip	<input type="text"/>	Website URL: <input type="text"/>
Make Check Payable To: <input type="text"/>				

<b>3</b> <b>VENDOR ENTITY</b>  <b>CHECK ONE BOX ONLY</b>	<input type="checkbox"/> Individual/Sole Proprietor <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> - <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
	Enter Social Security Number/ Individual Tax Identification Number (TIN). <b>Social Security Number is required for Individual/Sole Proprietors by authority of Revenue and Taxation code section 18646 (see reverse).</b>			
	Enter Federal Employer Identification Number (FEIN). <input type="checkbox"/> <input type="checkbox"/> - <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
<input type="checkbox"/> Corporation <input type="checkbox"/> Legal Corporation (Attorney) <input type="checkbox"/> Partnership/LLP				
<input type="checkbox"/> Estate or Trust <input type="checkbox"/> Limited Liability Corporation (LLC)				
<input type="checkbox"/> Exempt Organization (Nonprofit) <input type="checkbox"/> Medical Corporation (Including dentistry, podiatry, optometry, etc.)				

<b>4</b> <b>PAYMENT TYPE</b>	<input type="checkbox"/> Equipment/Supplies	<input type="checkbox"/> Services (Medical or Non-Medical)
	<input type="checkbox"/> Rent	<input type="checkbox"/> Travel Reimbursement (Non-Employee)

<b>5</b> <b>VENDOR RESIDENCY STATUS AND DECLARATION FOR TAX PURPOSES</b>  All payments made by the University are subject to Federal and State tax laws.	<b>Federal Income Tax Withholding Status (Applies to Individuals only): Please check all boxes that apply.</b>		<b>NOTE:</b> <b>Prior to making payments to foreign citizens,</b> United States tax laws require all employers to perform a tax analysis with respect to country of citizenship to determine residency for Federal tax purposes. <b>(Please see reverse).</b>
	<input type="checkbox"/> US Citizen or Permanent Resident Alien (Green Card Holder) <input type="checkbox"/> Tax exempt by tax treaty - Country of Residency <input type="text"/> <input type="checkbox"/> Nonresident Alien (Not a US Citizen or a Permanent Resident Alien - see note)		
<b>California State Tax Withholding Status (Applies to all Vendors):</b>			<b>NOTE:</b> An estate is a resident if decedent was a California resident at the time of death. A trust is a resident if one or more trustees are California residents. <b>Rules for assessing State taxes differ significantly from Federal tax rules. (Please see reverse).</b>
<input type="checkbox"/> <u>California Resident</u> Qualified to do business in CA or have a permanent place of business in California. <input type="checkbox"/> <u>California Nonresident</u> (See Reverse). Payments to California nonresidents may be subject to state taxes. <input type="checkbox"/> A waiver from CA state tax withholding is attached (from the California Franchise Tax Board). <input type="checkbox"/> All services related to this payment were performed <b>OUTSIDE</b> of the State of California.			

<b>6</b> <b>CERTIFYING SIGNATURE</b>	<b>I hereby certify under penalty of perjury under the laws of the State of California that the information provided on this document is true and correct. If my residency status should change, I will promptly inform California State University, Sacramento.</b>		
	AUTHORIZED PAYEE REPRESENTATIVE'S NAME (PRINT)	TITLE	DATE
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	SIGNATURE	EMAIL	PHONE
<input type="text"/>	<input type="text"/>	<input type="text"/>	

## VENDOR DATA RECORD

### ARE YOU A RESIDENT OR NONRESIDENT?

Each corporation, individual/sole proprietor, partnership, estate, or trust doing business with the State of California must indicate residency status along with their vendor identification number.

A **corporation** if it has a permanent place of business in California. The corporation has a permanent place of business in California if it is organized and existing under the laws of this state or, if a foreign corporation has qualified to transact intrastate business. A corporation that has not qualified to transact intrastate business (e.g., a corporation engaged exclusively in interstate commerce) will be considered as having a permanent place of business in this state only if it maintains a permanent office in this state that is permanently staffed by its employees.

For individual/sole proprietors, the term "resident" includes every individual who is in California for other than a temporary or transitory purpose and any individual domiciled in California who is absent for a temporary or transitory purpose. Generally, an individual who comes to California for a purpose which will extend over a long or indefinite period will be considered a nonresident.

For withholding purposes, a **partnership** is considered a resident partnership if it has a permanent place of business in California. An estate is considered a California estate if the decedent was a California resident at the time of death and a trust is considered a California trust if at least one trustee is a California resident.

More information on residency status can be obtained by calling the Franchise Tax Board at the numbers listed below:

From within the United States, call 1-800-852-5711 From outside the United States, call 1-916-845-6500 For hearing impaired with TDD, call 1-800-822-6268

### ARE YOU SUBJECT TO NONRESIDENT WITHHOLDING?

Payments made to nonresident vendors including corporations, individuals, partnerships, estates and trusts are subject to income tax withholding. Nonresident vendors performing services in California or receiving rent, lease or royalty payments from property (real or personal) located in California will have 7% of their total payments withheld for state income taxes. However, no California tax withholding is required if total payments to the vendor are \$1,500 or less for the calendar year.

A nonresident vendor may request that income taxes be withheld at a lower rate or waived by sending a completed form FTB 588 to the address below. A waiver will generally be granted when a vendor has a history of filing California returns and making timely estimated payments. If the vendor activity is carried on outside of California or partially outside of California, a waiver or reduced withholding rate may be granted. For more information, contact:

Franchise Tax Board Withhold at Source Unit Attention:  
State Agency Withholding Coordinator  
P.O. Box 651 Sacramento, CA 95812-0651  
Telephone: (916) 845-4900 Fax: (916) 845-4831

**If a reduced rate of withholding or waiver has been authorized by the Franchise Tax Board, attach a copy to this form.**

### FOREIGN CITIZENS and FOREIGN BUSINESSES

**Federal tax withholding regulations differ significantly from California tax withholding requirements. A tax analysis consultation and additional forms must be completed before a payment can be released**

### Privacy Statement

Section 7(b) of the Privacy Act of 1974 (Public Law 93-5791) requires that any federal, state, or local governmental agency which requests an individual to disclose his social security account number shall inform that individual whether that disclosure is mandatory or voluntary, by which statutory or other authority such number is solicited, and what uses will be made of it.

The State of California requires that all parties entering into business transactions that may lead to payment(s) from the State must provide their Taxpayer Identification Number (TIN) as required by Revenue and Taxation Code Section 18646, to facilitate tax compliance enforcement activities and preparation of Form 1099 and other information returns as required by Internal Revenue Code Section 6109(a). The TIN for individuals and sole proprietorships is their Social Security Number (SSN).

**It is mandatory to furnish the information requested. Federal law requires that payments for which the requested information is not provided be subject to a 31% withholding and state law imposes noncompliance penalties up to \$20,000.**

You have the right to access records containing your personal information, such as your SSN. To exercise that right, please contact the business services unit or the accounts payable unit of the state **agency** (ies) with which you transact that business.

Please call the Department of Finance, Fiscal Systems and Consulting Unit at (916) 324-0385 if you have any questions regarding this Privacy Statement. Questions related to residency or withholding should be referred to the telephone numbers listed above. All other questions should be referred to the requesting agency listed in section 1.

#### NOTE:

An estate is a resident if decedent was a California resident at time of death. A trust is a resident if one or more trustees have California residency.