



Vendor/Employee Information Forms Instructions

Vendor Information Forms

Company Information

The Vendor Information Form must be completed by all Vendors in order to do business with Bowling Green State University. Fill out ALL information that applies to your company. This form needs a signature and legible printed/typed name.

Foreign Vendor Information Form (page 1) W-8BEN Form (page 2)

The Request for Foreign Vendor/W-8BEN Form must be completed, signed and dated by all Foreign Vendors, indicating the Identification Number that individuals or businesses are assigned by their government.

Employee Data Form

The Employee Data Form must be completed by BGSU employees who need to be reimbursed for any type of applicable expense. This information will be entered into FMS. The Employee Data Form needs to be completed one time only.