

Name of Vendor: _____

Vendor validation checklist

New vendor Existing vendor

Upon receipt of the completed or revised vendor's W-9/ASC W-9 form, if it is for a new vendor, please verify all items below. If it is for an existing vendor, please check necessary items only for vendor verification process. Please note that a system vendor ID will be created or updated after vendor verification checklist is completed. Please have a check mark ✓ for completed items.

- Circle for what kinds of payment is processing. External Party Vendor, Stipend, Reimbursement
- Check and verify **Vendor TIN/EIN/SS#** on the completed signed W-9. Access <https://www.irs.gov/tax-professionals/taxpayer-identification-number-tin-matching> If the vendor provides "ASC W-9/ACH" from to provide bank information, the information on the form should be matched with the signed W9.
- Check the **Vendor/Payee Federal Income Tax Withholding status** to determine whether Foreign Tax Withholding application applies.
- Check the **Vendor/Payee residency status** to take note of any further CA withholding applications and make note of same.
- Verify authorized representative signature both on "ASC W-9/ACH" and the W-9 form.
- For ACH/Direct Deposit information, verify receipt of voided check.
- For Sole Proprietors, request copy of business license if one such is indicated.
- Check **Vendor name** and DBA to verify and match.
- Check **Vendor address** to verify and match. If only a PO Box # is indicated, contact vendor for physical address verification.
- Contact vendor with phone # and contact name provided to verify/match information provided.
- Verify/match contact email provided requesting email confirmation receipt.
- For remit(payment) address, ACH bank information changes, obtaining the identifiable information such as vendor's last invoice submitted/payment made or other identifiable information as an additional measure to ensure the legitimacy of the request.
- Check **Vendor status** with the Better Business Bureau at <https://www.bbb.org/>
- Check **Vendor status** with Duns & Bradstreet at <https://dashboard.dnb.com/> if the Duns & Bradstreet # is not provided, the website can be used to search using provided vendor information.
- Using vendor website provided, check and note additional information provided on site.
- Indicate what the **Vendor types** are. (Ex) Supplier of Service, Supplier of Goods, Supplier of Goods and Services. If PO # is available, please have PO number. If vendor provides services, please verify that a service agreement/contract has been fully executed.

Prepared by _____ Date _____ Approve by _____ Date _____