

New Vendor Payment Process – George Mason University

**Note: These steps must be completed by the vendor, not the GMU department representative.*

1. Go to the website: <https://fiscal.gmu.edu/purchasing/do-business-with-mason/>
2. Click the link that says “Substitute W-9 form” – NOT the W-8s
 - a. Fill out the form in its entirety
 1. EIN
 2. Legal Name (Name of the **business** that matches the EIN on IRS record)
 3. Business Name (Name of the **business** the invoice will come from needs to match Legal name)
 4. Entity Type
 5. Entity Classification
 6. Legal Address
 7. Remittance Address
 8. Contact Information
 9. Printed Name
 10. Authorized U.S. Signature
 1. The needs to be hand-signed, Accounts Payable does not accept electronic signatures
 1. Date
 - b. Print or save the completed “Substitute W-9” form
1. Go back to the website: <https://fiscal.gmu.edu/purchasing/do-business-with-mason/>
2. Click the big green button that says “Vendor Registration: Submit Completed Substitute W-9 or W-8” which takes you to the Vendor Maintenance Form
3. Under “Payee Contact Information” select: I am “selling goods, providing services, or otherwise operating in a business capacity to George Mason for the first time”.
4. Fill out the required information
5. **IMPORTANT:** For Mason Contact Information, type in:
 - a. Christine Kelley, sibudget@gmu.edu
 - b. **IMPORTANT:** If you do not complete the Mason Contact Information, we will not be notified that the form was submitted and therefore will not know to approve payment.
6. Choose one of the four payment options.
 - a. Note that these will tell you the approximate date of payment.
7. Check “I have read and understand the above statement regarding enrollment in Direct Deposit”
8. Choose one of the three eVA registration options.
9. Upload the Substitute COV W-9 (NOT W-8 or regular W-9). “Choose File”.
10. Click “Submit Form”
11. Then, please email your quote or invoice to Christine Kelley (Budget Manager at Student Involvement) at sibudget.@gmu.edu for the service you are requesting payment for.