MONTCLAIR
STATE UNIVERSITY

STUDENT SUPPLIER CREATE/MAINTAIN FORM

NEW STUDENT SUPPLIER ☐   **STUDENT SUPPLIER UPDATE** ☐

This form is only to be used for student awards and stipends. Use the External Committee Member Request Form for non-student worker travel reimbursements., https://www.montclair.edu/finance-and-treasury/forms/. **Submit this form to a University Staff or Faculty member via Google Drive. https://www.montclair.edu/information-technology/secure-file-transfer-google-drive/.**

Students must complete all sections and submit a W-9, https://www.irs.gov/pub/irs-pdf/fw9.pdf?portlet=3.

International Students: Only complete the Student Supplier Create Form. **Do Not attach** a W-8 or W-9. A/P will determine tax status via Sprintax if required. Forms must be entered in Workday by a staff or faculty member using **"Create Supplier Request"** or **"Create Request"** (for updates).

Payment Type: Student Award ☐   Stipend ☐

For a New Student Supplier, all information must be completed. For Student Supplier Update please indicate the change being requested and update that information. **If the Supplier Federal Tax ID and / or Banking Information is being updated, the entire form must be completed**:

Order From Address ☐ Remit To Address ☐ Phone ☐   Email Address ☐   Point of Contact ☐   Banking ☐

Other ☐ Specify: _____

CONTACT INFORMATION (If entering an SSN and/or U.S banking information, you must provide a valid U.S. home or campus residence address and room number. **P.O. Boxes, international addresses, and the Montclair State University address are not permitted.**)

Name:	
Phone:	**Cell:** ☐ **Landline:** ☐
Remittance Address:	

City	**State:**	**Zip:**

Country	**Foreign Province (If Applicable)**

Email:
Tax Identification Number

STUDENT BANK ACCOUNT INFORMATION (Must be completed to allow electronic payments)

Bank Name:	**Account Type:** ☐ Checking ☐ Savings
ACH Routing Number (9 digits required):	
Bank Account Number:	

Revised 07/15/2025