*This document outlines the required fields in the Vendor Set-Up Form and what is expected in each section.*

Required fields for student org payments on the Vendor Set-Up Form:

* OSU Employee
  + Select “No”
* Legal Business Name
  + This needs to be written in the box on the left side and needs to match what’s on your bank account.
* Full Business Address
  + Most orgs put the Ohio Union as their address, as mail can be accepted in the KBK Center Resource Room. CSA Funding checks will still be picked up at the Resource Room versus mailed to the organization regardless of the listed address.
  + Ohio Union Address: 1739 N High St, Columbus, OH 43210
* Federal Tax Classification
  + Do not fill out section for Individual
  + Most orgs are Other: Social/Savings Club (this is what we recommend orgs identify as)
  + It is always a good idea to check your EIN letter or contact the IRS to know what classification your org is registered as.
* Check box to affirm policy
* EIN
  + Your Treasurer should have your organization’s EIN letter from the IRS with your EIN. If they do not have this letter, you can check if a previous Treasurer listed your EIN in the [Student Org Management System](http://activities.osu.edu/secure/studentorgs) under “Funding” --> “EIN Information”.
  + If you cannot find your EIN, contact the IRS to get the EIN or apply for a new one.
* Signature
  + Sign the document
* Date
  + Put today’s date
* Title
  + Your position within the organization