COMPLETING THE OHIO STATE UNIVERSITY VENDOR SETUP FORM
Instructions for OLAC Student Travel Grant Awardees

To receive reimbursement from OSU for your conference registration and travel expenditures, state and federal law requires that you complete the Vendor Setup Form, which can be accessed here: OSU Vendor Setup Form.

Complete the sections on Page 1 that pertain to INDIVIDUALS only.

1. **General Information**
   a. OSU employee: check yes or no.
   b. Individual name: your full legal name, first, middle, last.
   c. Address, current phone, FAX (leave blank if you don’t have one), current e-mail address that you monitor regularly.
   d. Fill out Remit To Address ONLY if you want your check sent to an address different from the one above.

2. **Federal Tax Classification**
   a. Check individual, enter date of birth.
   b. Select citizenships status. If you are a non-resident alien, enter your country of citizenship; complete and send in the form now, we will contact you later if more documentation is needed.
   c. Skip the rest of this section.

3. **Taxpayer Identification Number**: enter your Social Security Number.

4. **Certification**
   a. Read the Vendor Interaction Policy, then CHECK THE BOX certifying that you will abide by it.
   b. Enter your name, the date, and your title: Student, _____ College/University.
   c. PRINT PAGE 1 AND SIGN IN INK (preferably not black). Electronic signatures are not accepted.

5. **DO NOT COMPLETE PAGE 2.** For your reference, Page 3 contains more instructions.

RETURN PAGE 1 ONLY, BY E-MAIL OR FAX:
1. Scan and e-mail to robison.26@osu.edu.
2. Send to our secure FAX: 614-247-6454.

Contact Carol Robison at the OSU Center for Latin American Studies with any questions or concerns: robison.26@osu.edu; 614-688-3963.