

**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](mailto: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](mailto:robison.26@osu.edu); 614-688-3963.