Service Provider/Contractor/Vendor:

Thank you for your interest in doing business with California State University Channel Islands (CI). We are in the continuous process of maintaining an accurate and current vendor database. To help with our efforts, please complete the following forms (detailed below) and submit them to the CI Procurement and Logistical office for processing.

**Payee Data Record Form (204 form)**
Before Accounts Payable can process any payment we are required by state law to have a completed Payee Data Record on file. If you fail to return the Vendor Data Record your check could reflect an approximate 30% reduction. The withdrawn amount will be paid to the IRS or the Franchise Tax Board. If you or your organization is not subject to backup withholding by the IRS or the Franchise Tax Board, returning the completed Payee Data Record will guarantee that CSU Channel Islands issues the appropriate payment to your organization. Please be aware that Federal Form W-9 CANNOT substitute the Payee Data Record Form.

**ERG Voluntary Data Sheet (OPTIONAL)**
This is a strictly voluntary form allowing vendors to provide information regarding ethnicity, race and gender.

**PDR Compliment Form (OPTIONAL)**
Please fill out this form to contribute in developing/maintaining our Vendor/Contractor database with current information regarding your business, services and/or products. Completing the Vendor information sheet is not obligatory. However, submission of this form will help confirm all purchase orders, payments, and correspondences are promptly received by your business.

**ACH/EFT Enrollment Form (OPTIONAL)**
Our vendors have the option to sign up for direct deposit. Please complete the Agreement form with the accurate bank information.

Please return completed forms via:

Email: purchasing@csuci.edu or Fax: (805) 437-8436

Thank you for your interest in doing business with us.

Procurement & Logistical Services
One University Drive
Camarillo, CA 93012
(805) 437-8592