



SANTA CRUZ, CALIFORNIA 95064

ACCOUNTING SERVICES

To: All Vendors

Re: Required Payment Data Record

The University of California, Santa Cruz requires a Payment Data Record/STD204 from all vendors doing business with the University. Vendors include companies and persons who supply goods or services to the University, and persons (including employees and students) who receive any non-payroll payments.

The Payment Data Record must reflect the vendor's most current information. Therefore, an updated Payment Data Record is required from any vendor who needs to revise information previously submitted to UCSC. When submitting revisions, enter an asterisk (*) by each field that reflects a change.

Please complete, sign and return the Payment Data Record/STD204 within three days. Orders and/or payments cannot be processed unless a complete and signed Payment Data Record form is on file.

Mail or fax the completed and signed Payment Data Record to:

University of California, Santa Cruz
Accounting Services – Accounts Payable
1156 High Street
Santa Cruz, CA 95064
Voice: (831) 459-2909
FAX: (831) 459-5037

Thank you for your prompt response.

INSTRUCTIONS FOR COMPLETING THE PAYMENT DATA RECORD /STD 204 FORM (AP 09/01)

The University of California, Santa Cruz requires a Payment Data Record/STD 204 from all new vendors doing business with the University. Vendors include companies and persons who supply goods or services to the University, and persons (including employees and students) who receive any non-payroll payments.

The Payment Data Record must reflect the vendor’s most current information. Therefore, an updated Payment Data Record is required from any vendor who needs to revise information previously submitted to UCSC. When submitting revisions, enter an asterisk (*) by each field that reflects a change.

Please complete, sign and return the Payment Data Record within three days to Accounts Payable (address on top left side of form). Orders and/or payments cannot be processed unless a completed and signed Payment Data Record is on file.

Business Name or DBA Name: Completed by all companies, including sole proprietors “doing business as”

Business or Remittance Address: Completed by all companies and persons, including sole proprietors

Persons or Sole Proprietor (DBA): Completed by all persons, including sole proprietors

Payee’s Entity Type: Completed by all companies and by all persons

Activity: Completed by all companies and by all persons

Payee’s Taxpayer I.D. Number: Completed by all companies (FEIN) and all persons (Social Security #)

Invoice Payment terms, sales taxes, and listing of goods/services offered: Completed by all companies. Persons do not have to complete this section

Payee’s Citizenship: Completed by all persons

Payee’s Residency: Completed by all companies and by all persons

Foreign Visitors: Information regarding additional documentation that is required of foreign person visitors

Tax Withholding Information: Completed by all companies and by all persons

Business Size and Business Type: Completed by all companies

Conflict of Interest: Information intended for all companies and all persons

Required Signature: Companies may have an authorized representative sign; persons and sole proprietors must sign for themselves

CHECKLIST FOR COMPANIES AND PERSONS

Companies (including sole proprietors)	Persons (including sole proprietors)
• Business name and address	• Person’s name and address
• Entity Type - Companies	• Entity Type – Persons
• Activity	• Activity
• Payment terms, sales tax collection, goods/services offered	
• Taxpayer ID# - FEIN number	• Taxpayer ID# - Social Security #
• Payee’s Residency	• Payee’s Citizenship and Payee’s Residency
	• Foreign Visitor Information
• Tax Withholding	• Tax Withholding
• Business Size and Business Type	
• Conflict of Interest Information	• Conflict of Interest Information
• Required Signature	• Required Signature