

INSTRUCTIONS FOR PIR PAYMENT TO INDIVIDUAL FORM

This form is used for Individuals only.

The Social Security number and for all new vendors a completed W9 form.

Please provide a Mail to address if different then the Permanent Home Address. The Mail To address can be a local address or on campus.

Search WISDM to find the individual VENDOR NUMBER. Enter the number, if found, without the leading zeros above the individual's name, or leave blank.

DO NOT use this form for students on a payroll or employees of the State of Wisconsin, which includes the UW System and of course UW Oshkosh.

Students should be paid on the Student Payroll. Other State or UW employees, contact the *Human Resource Office*.

If an individual is a non-resident alien contact **Sara Pritzel at 0837** for special instructions.

The departmental number i.e. (102-301500-1) is entered into the Fund (109), Org (301500), and Program box (1).

The account number will be 2620 (services - Individual) and is entered in the box-Account.

The date of service, purpose of payment and a name and phone number of a contact person is required.

Signature of authorized person for department number.

Route completed form to *Financial Services, Dempsey 236* for Approval and payment processing.