1. To initiate a Vendor modification, you will access the web request form on the Procurement website and search for the vendor you would like to modify.

**ARC Vendor/Payee Request Web Form**

Welcome to the ARC Vendor/Payee Request Web Form. This online application will allow departments to request the setup of New Vendors or Payees, as well as request any modifications.

If you are a Vendor, use this application to make any modifications to your information. But, please be aware that only current Vendors in our system are able to make modifications. If you are looking to add yourself to our system, please contact the Department that is requesting your services so that they may initiate the process.

In order to get started, please enter one of the following pieces of information:

* Vendor Name
* Tax ID Number
* Social Security Number (for a Payee)
* ARC Vendor Number (if the Vendor/Payee already exists)

**New/Existing Vendor Information**

Submit
2. You will select the Vendor you would like to modify from the list of search results and click Edit.
3. You will select the modification type. You can either modify the beader/address information, the documentation associated with the vendor, and/or the disbursement information.
4. The following screen will vary based on the Modification Type you selected. The screens will generally look as follows but are subject to vary based on the Nature of the Transaction and the Modification Type. For all forms, though, you will complete all required fields.

**Disbursement Information Modification Form:**

![Disbursement Information Modification Form](image-url)
Electronic W9 Form:

**ARC Vendor/Payee Request - W9 Form**

In order to complete the process of your application, we will require a W9 Form to be submitted. Please click here if you need a description of a W9 Form.

Please click here for complete instructions on how to complete this form.

The exemption is applicable for compensation for calendar year: Select [ ]

or other tax year beginning / / and ending / /

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**Business Information**

Name (as shown on your income tax return)

Business name/disregarded entity name, if different from above

Check appropriate box for federal tax classification

- Individual/sole proprietor
- C Corporation
- S Corporation
- Partnership
- Trust/estate
- Limited liability company
- Other
- Exempt payee

If Limited liability company, choose appropriate tax classification

Select [ ]

If other

Address

City

State

ZIP code

List account number(s) here (optional)

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**Part I - Taxpayer Identification Number (TIN)**

TIN Type

- Social Security Number
- Employer Identification Number

TIN Number

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**Part II - Certification**

I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions for real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

☐ Check here to eliminate item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return.

☐ Please check this box to certify that you agree with the above statement and are certifying that the information provided is accurate.

Type your name here
5. After all modification requests are complete you will click the “Review and Submit” button at the bottom of the page. A summary screen summarizing all the submitted requests will appear. You will verify the information and, if correct, click “Submit”.