

## Vendor Setup Request *for Payroll Taxes, Benefits, Garnishments and Other Deductions*

**Vendor Name:** \_\_\_\_\_ **FIN or SSN** \_\_\_\_\_

**Vendor Address** \_\_\_\_\_ **Phone No.** \_\_\_\_\_

*City, State*

*Zip Code*

### Used to Establish a New Payroll Vendor in Banner HR

**Institution** - Requesting a new vendor setup

- |  |           |            |       |
|--|-----------|------------|-------|
| 1. Request vendor to provide form W-9.   | I-9 Rec'd | <b>Yes</b> | _____ |
| 2. Complete the top portion of this form and forward form and W-9 to centralized payroll |           | <b>No</b>  | _____ |

### Centralized Payroll Action

- Review request and forward to System Finance

### Finance Action

- Complete and forward to HR

EE Acct	ER Acct	ER Liab

**Banner ID** \_\_\_\_\_ Existing Vendor return to centralized payroll

### HR Action

- Complete and forward to Payroll

<b>Establish Deduct Code</b> _____	Excluded Deduction _____	Core Deduction _____	
	Precluded Deduction _____	Combined Limit _____	
	Included Earnings _____	Excluded Earnings _____	
	PTRBDCA _____	PTRBCAT _____	
<b>Ded Code</b> _____	PTRBDPL _____	PTRBDPG _____	

### Payroll Final

### Verification of Setup of Deduction

	Excluded Deduction _____	Core Deduction _____	
PTRBDCA Labor Over-rides _____	Precluded Deduction _____	Combined Limit _____	
	Included Earnings _____	Excluded Earnings _____	
	PTRBDCA _____	PTRBCAT _____	
	PTRBDPG _____		

### Finance Office Approval

Prepared By: \_\_\_\_\_

Date: \_\_\_\_\_

### Human Resource Approval

Prepared By: \_\_\_\_\_

Date: \_\_\_\_\_

### Centralized Payroll Approval

Prepared By: \_\_\_\_\_

Date: \_\_\_\_\_