

Accounts Payable and Payroll Forms

Type of Form	Social Security Number Requested?	Method of Transmittal	Where to find the form?
1099 Duplicate Request Form	Yes	Deliver to 60 Turner Street (mail or in person)	http://www.brandeis.edu/financialaffairs/forms/ap-forms.html
Brandeis University Consultant Requisition and Authorization	No	Email to accountspayable@brandeis.edu	http://www.brandeis.edu/financialaffairs/forms/ap-forms.html
Foreign National Information Form	No	Email to accountspayable@brandeis.edu	http://www.brandeis.edu/financialaffairs/forms/ap-forms.html
Independent Consultant Agreement	No	Email to accountspayable@brandeis.edu	http://www.brandeis.edu/financialaffairs/forms/ap-forms.html
Non-Employee Payment Request Form	No	Email to accountspayable@brandeis.edu	http://www.brandeis.edu/financialaffairs/forms/ap-forms.html
Payment Request Form	No	Email to accountspayable@brandeis.edu	http://www.brandeis.edu/financialaffairs/forms/ap-forms.html
W-9 - Request for Taxpayer Identification Number and Certification	Yes	Deliver to 60 Turner Street (mail or in person)	http://www.brandeis.edu/financialaffairs/forms/ap-forms.html
W-8BEN	Yes	Deliver to 60 Turner Street (mail or in person)	http://www.irs.gov/uac/Form-W-8BEN,-Certificate-of-Foreign-Status-of-Beneficial-Owner-for-United-States-Tax-Withholding
1042S Duplicate Request Form	Yes, but only the last 4 digits	Deliver to 60 Turner Street (mail or in person)	http://www.brandeis.edu/financialaffairs/forms/payroll-forms.html
W-4 Form	Yes	Complete using the BUSS system	http://www.brandeis.edu/financialaffairs/forms/payroll-forms.html
Direct Deposit Form	No	Email to payroll@brandeis.edu	http://www.brandeis.edu/financialaffairs/forms/payroll-forms.html
Foreign National Information Form	No	Email to payroll@brandeis.edu	http://www.brandeis.edu/financialaffairs/forms/payroll-forms.html
Graduate Student Payment Form	No	Email to payroll@brandeis.edu	http://www.brandeis.edu/financialaffairs/forms/payroll-forms.html
Mass Withholding Exemption Form	Yes	Complete using the BUSS system	http://www.brandeis.edu/financialaffairs/forms/payroll-forms.html
W-2 Duplicate Request Form	Yes, but only the last 4 digits	Deliver to 60 Turner Street (mail or in person)	http://www.brandeis.edu/financialaffairs/forms/payroll-forms.html
New Employee Time Sheet	No	Email to payroll@brandeis.edu	Available upon request (payroll@brandeis.edu)