**Chrome River Enrollment Form for Non-Employees**

In order to process a reimbursement for an outside party or student through Chrome River, this form must be completed and sent electronically to chromerivervendors@jmu.edu, or sent via campus mail to Accounting Technology - MSC 5705. For electronic submissions, please enter the non-employee’s name in the subject line to help our department track your request, and only submit one form per email.

Before completing this form, please check and see if the person you need to enroll is already in Chrome River by following the [Non-Employee Vendor Lookup Instructions](http://www.jmu.edu/financeoffice/_files/ap-files/Non-Employee_Vendor_Lookup_Instructions.pdf).

A W-9 is not required to process a reimbursement; however, a SSN or SA number is required to setup the vendor record. In situations where there is another reimbursement, service payment, or honorarium following this initial reimbursement, please submit a completed [COVA W-9](http://www.jmu.edu/financeoffice/forms/W9_COVSubstitute_new.pdf) to allow the vendor to be set up for multiple payments in the Finance system.[1]

This form should also be used to get an existing PeopleSoft vendor into the Chrome River system, or to update their existing address for payment. In those situations, please complete ***both*** the fields for PeopleSoft Vendor ID and SSN / SA.

All fields are required in order to process your request (exception: PS Vendor ID only applies to update requests). Once your request has been processed, you will be sent a confirmation e-mail. Standard processing time is 1-3 business days. After receiving the confirmation, you may proceed with creating your expense report for this vendor in Chrome River after 7:00am EST the following business day.

***Note****: If this enrollment is for a non-resident alien, please contact Sherry Willis first at* *willissl@jmu.edu* *or 8/8034.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Full Legal Name** | **First** | **Middle** | **Last** | **Suffix** |
|  |  |  |  |
| **Remit Address** ***(Residential only)*** | **Street Address** |
|  |
| **City** | **State** | **Zip Code** | **Country** |
|  |  |  |  |
| **Finance System Vendor ID*****(For updates to existing vendor)*** |  | **SA ID # (for JMU Students)** |  |
| **SSN (for Outside Parties)** |  |
| **JMU Student Status** | **Student** [ ]  **Non-Student** [ ]  |
| **Immigration Status** | **U.S. Citizen** [ ]  **Non-Resident Alien** [ ]  |
| **Reason for Reimbursement****(select one)** | **Job Candidate / Recruitment** [ ]  **Potential Student Athlete** [ ] **Travel with Honorarium Payment** [ ]  **Student Travel** [ ] ***(COVA W9 required)*****Travel with Service Payment** [ ]  **Non-Travel Reimbursement** [ ] ***(COVA W9 required)*****Other (please explain)** [ ]  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Add Vendor to Chrome River *(Existing vendors only. Please fill in Finance System Vendor ID field)*** [ ] **Update Vendor Remit Address *(Existing vendors only. Please fill in Finance System Vendor ID field)*** [ ]  |
| **Contact Information** | **Department ID** |  | **JMU Contact E-mail** |  |
| **JMU Contact Name** |  | **JMU Contact Phone**  |  |

**Form Explanations**

[1] A COVA W-9 is not required for more than one reimbursement to a student, but it is required for students when they will be paid for goods or services in addition to the reimbursement.

A COVA W-9 is always required for outside parties when they will be paid for something in addition to their initial reimbursement (goods, services, honorarium, or another reimbursement). This is required so that they can be registered as a vendor with the Commonwealth, and their vendor record can be setup in our Finance System for multiple payments.

**Form Definitions**

**Full Legal Name**

Provide the vendor’s full legal name as shown on their driver’s license or social security card. This will be TIN matched against IRS records. Any mismatches of name and SSN will have to be sent back to the department for correction before we can process your request.

**Remit Address**

Provide a valid home mailing address for check payment. This must be the vendor’s residential address and cannot be a place of employment, etc. For student payments, please provide a home address that matches what is on file in the Student Administration system. In the event a student needs to be paid their reimbursement via check instead of ACH, this address provided will be relevant. A student may update their home mailing address in MyMadison if necessary.

**PeopleSoft Vendor ID**

Please provide their PeopleSoft Vendor ID if this person is already in the Finance System as an active or inactive vendor.

**SA ID # (for Students)**

Please provide the student ID number assigned in JMU’s Student Administration system.

**SSN (for Ouside Parties)**

Please provide a Social Security Number for outside parties.  This will be TIN matched against IRS records.  Do not provide the SSN for JMU students.

**Student Status**

Please indicate if the enrollment is for a JMU student or non-student.

**Immigration Status**

Please indicate if the non-employee is a U.S. Citizen or Non-Resident Alien.

If the individual is a Lawful Permanent Resident (ie. Holds a ‘green card’), U.S. Citizen should be indicated.

**Reason for Reimbursement**

Please indicate your reason for reimbursement, as this is needed to setup the vendor record.

For situations where a service or honorarium payment is being made in addition to the travel reimbursement, you will need to provide a COVA W9. Failure to provide a COVA W9 will result in the vendor record being automatically inactivated once the travel reimbursement is paid out. The subsequent service or honorarium payment will then be delayed as a COVA W9 will be requested in order to reactivate the vendor record for that payment.

**Contact Information**

Please complete this section with your contact info so that we may reach out with any questions.